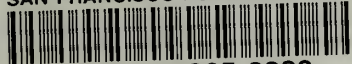


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San Francisco, CA 94102

REFERENCE BOOK

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SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda

DOCUMENTS DEPT.

Friday, January 26, 2007 at 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

JAN 19 2007

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01-19-07 11:37 AM

Terry Milne
Chair

Carolyn Blair
Mike Boss
Jocelyn Cohen
Dr. Larry Costello
Steve Griswold

Milton Marks
Lena Miller
Kelly Quirke (Vice-Chair)
Bonnie Ora Sherk

David Habert
SF Redevelopment Agency

AnMarie Rodgers
SF Planning Department

Susan Nervo
SF Recreation & Park Department

Paul Sacamano
SF Department of Public Works

Mark Sustarich
SF Public Utilities Commission

Grace Ma
Urban Forest Specialist

Monica Fish
Urban Forestry Council Secretary

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SfUrbanForestCouncil@sfgov.org

SF
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#1
1/26/07

Public comment will be taken before the Council takes action on any item.

Order of Business

AGENDA

1. CALL TO ORDER and ROLL CALL

- 2. ACTION:** Adoption of minutes of the December 8, 2006 Urban Forestry Council Regular Meeting. (Explanatory Document: Draft Minutes of the December 8, 2006 Regular Meeting (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=51616.)

- 3. PRESENTATION:** Overview of the City's Proposed Ten-Year Capital Plan.

SPONSOR: Member Milton Marks

PRESENTER: Mr. Ben Rosenfield, Assistant City Administrator, City Administrator's Office

- 4. INFORMATIONAL REPORT:** Redevelopment Agency Staff will present an informational report on the Transbay Streetscape and Open Space Plan (Explanatory Document: Transbay Streetscape and Open Space Plan (HTML) http://www.sfgov.org/site/sfra_page.asp?id=44306.)

SPONSOR: Member David Habert

PRESENTER: Mr. Michael Grisso, Senior Project Manager, Redevelopment Agency

- 5. DISCUSSION and ACTION:** The Urban Forestry Council will hear the Landmark Tree Committee recommendation for a tree nominated for landmark tree status at the following address:

Coast Live Oak (Quercus agrifolia) at 22-26 Rosemont Place

At the conclusion of the discussion, the Council will vote on whether to approve, reject, or not take action on the nomination and shall adopt written findings to support its decision (if required) to forward to the Board of Supervisors. (Explanatory Documents: Landmark Tree Nomination Form (PDF) <http://sfgov.org/site/uploadedfiles/DPWcoastliveoak22Rosemont.pdf>, pictures, parcel map, (PDF) [http://web1.sfgov.org/site/uploadedfiles/picturesparcelmap\(1\).PDF](http://web1.sfgov.org/site/uploadedfiles/picturesparcelmap(1).PDF), evaluation forms (Word) <http://sfgov.org/site/uploadedfiles/GMaevaluationform.doc> and written summary)

- 6. DISCUSSION and ACTION:** Proposed amendments to the Landmark Tree Ordinance 17-06 (Amendment to Public Works Code - Section 801, landmark trees, significant trees, and penalties for violations Ordinance). The Urban Forestry Council will vote on proposing amendments to the Ordinance. (Explanatory Document: Draft Resolution)

SPONSOR: Chair Terry Milne

SPEAKERS: Chair Terry Milne and Deputy City Attorney Alicia Cabrera

7. **DISCUSSION and POSSIBLE ACTION:** Tree Protection Plan. The Urban Forestry Council will discuss and possibly vote on an informational letter to the Planning Commission urging them to require a property owner/applicant to submit a Tree Protection Plan with a building application (Explanatory Document: Draft Informational Letter to Planning Commission)

SPONSOR/SPEAKER: Member AnMarie Rodgers

8. **INFORMATIONAL REPORT:** Review of Landmark Building Incentives and How it May Apply to Landmark Tree Incentives (Continued from the December 8, 2006 Meeting). (Explanatory Documents: Preservation Incentives (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2006/Item10PreservationIncentives.pdf>)

SPONSOR and PRESENTER: Member AnMarie Rodgers

9. **INFORMATIONAL REPORT:** Landmark Tree Incentives Report. The Office of the Legislative Analyst produced a report on incentives to encourage nomination and designation of landmark trees. (Continued from the December 8, 2006 Meeting.) (Explanatory Document: Legislative Analyst Report (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2006/item9OLAincentivesforlandmarktrees.pdf>.

SPONSOR: Member Bonnie Ora Sherk

PRESENTER: Urban Forestry Specialist Grace Ma

10. **DISCUSSION:** 180-Day Landmark Tree Protection Process as it relates to the Valley Oak Tree at 2830 25th Street.

SPONSOR/PRESENTER: Member Mike Boss

11. **INFORMATION:** Staff Report, Grace Ma. Ms. Ma will provide updates on UFC administrative and programmatic operations relating to funding, planning, research, outreach, and related activities.

12. COMMITTEE REPORTS:

- Funding Committee

Chair Terry Milne

The next meeting will be on March 6, 2007 at 12:00 PM at 11 Grove Street.

- Planning & Policy Committee

Chair, Paul Sacamano

The next meeting will be on February 15, 2007 at 4:00 PM at 11 Grove Street.

- Landmark Tree Committee

Chair, Mike Boss

The next meeting will be on February 13, 2007 at 4:00 PM at City Hall, Room 421.

0.25

13. **CHAIR'S ANNOUNCEMENTS:** Terry Milne, Chair, Urban Forestry Council.

14. **INFORMATION:** New Business

0.1

15. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

16. ADJOURNMENT

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage: www.sfenvironment.com/; or, upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Posted: January 16, 2007



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE: January 26, 2007

ITEM NO. 5

URBAN FORESTRY COUNCIL

AGENDA PACKET CONTENTS LIST*

☒ Landmark Tree Nomination Form

☒ Pictures, Parcel Map

☒ Landmark Tree Committee Evaluation Forms

☒ Community Support Letter

☐☐☐☐☐☐☐☐☐☐

*This list reflects the explanatory documents provided.

Landmark Tree Nomination Form

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

Property owner:

Name
Dianne Morris
Address
4789 Hillsborough Dr.
Address
Petaluma, CA 94954
Phone (day)
(415) 990-7092
Fax #
Email

Authorized nominator (if not owner):

Name
Dr. Fred Abadi
Address
Department of Public Works
1 Dr. Carlton B. Goodlett Place
City Hall, Room 348
Address
San Francisco, CA 94102
Phone (day)
(415) 554-6920
Fax #
(415) 554-6944

Fred Abadi
12-7-06

Signature (Property owner or authorized nominator)
Date

TREE DESCRIPTION

Street address: 22-26 Rosemont Pl., San Francisco, CA 94103

Location of Tree: ☐ Front yard ☒ Rear yard ☐ Side yard ☐ Corner-side yard
☐ Public right-of-way ☐ Other: _____

Tree name (species and common name): Quercus agrifolia (Coast Live Oak)

Height 70 ft
Average canopy width* 120 ft
Circumference** 144 in

*Distance from one edge to opposite edge of tree canopy

**Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. Please check the applicable criteria boxes and provide additional information about each component. If you need more space to describe the tree, please attach additional sheets.

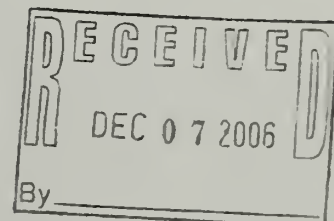
Species

☒ Rare

Size or Age

☒ Significant size or age for species

Cultural/Historical Value



- ☐ Significant historical or cultural association
☐ Significant ethnic appreciation
 Cultural/Historical Value (continued)
☒ Neighborhood appreciation of tree
☐ Part of planting that defines neighborhood character

(over, please)

Key Location

- ☐ High traffic area
☐ Low tree density area
☒ Extends between several properties
☐ Visually accessible from public right-of-way

Ecology

- ☐ Important wildlife habitat
☐ Part of interdependent group of trees
☐ Erosion control
☐ Wind or sound barrier

Visual characteristic

- ☒ Prominent landscape feature
☐ Character defining form

Describe how/why the tree has historical importance due to an association with a building, structure, site, street, person or event.

May pre-date settlement and likely survived the 1906 Earthquake.

Describe how/why the tree has cultural, social and/or historical importance.

Describe how/why the tree is an important or defining feature of a neighborhood.

The tree is quite large and in good health, the canopy can be seen from neighboring buildings and even from Dolores St. above the buildings.

Describe how/why the tree has ecological value like wildlife habitat and erosion control.

Describe any tree health or structural issues.

A photograph of the tree must be submitted with this form.

Please attach optional supporting documents such as letters, arborist report, etc.

Send to: Urban Forest Council, c/o Alexis Harte, 11 Grove Street, San Francisco, CA 94102
 OR SFUrbanForestCouncil@sfgov.org

FOR STAFF USE ONLY

Application received date _____
 Tree evaluation form _____
 Board of Supervisors Decision _____
 Landmark Tree # _____
 Title recorded date _____

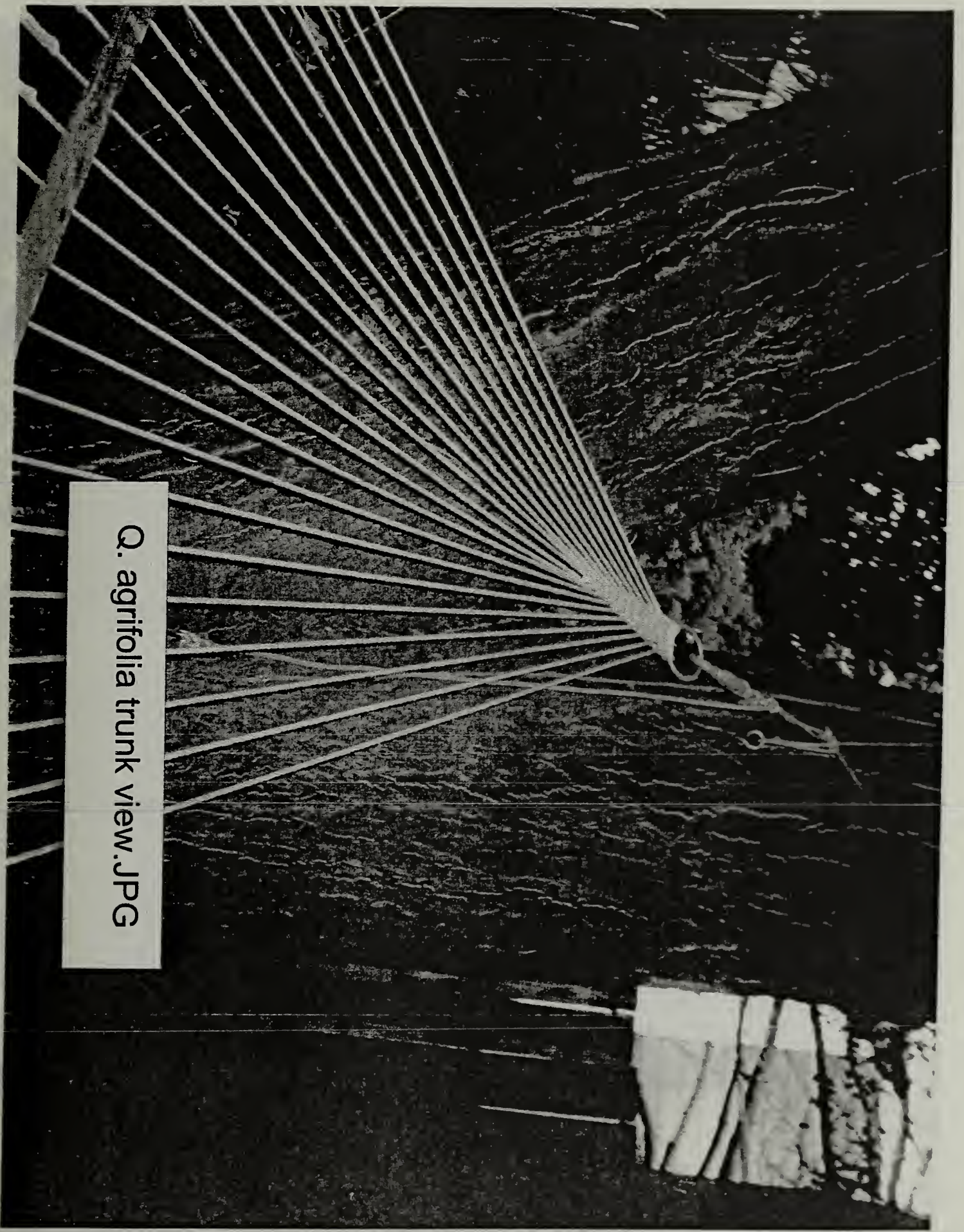
Received by _____
 UFC recommendation date _____
☐ Yes ☐ No
 Owner signed form _____

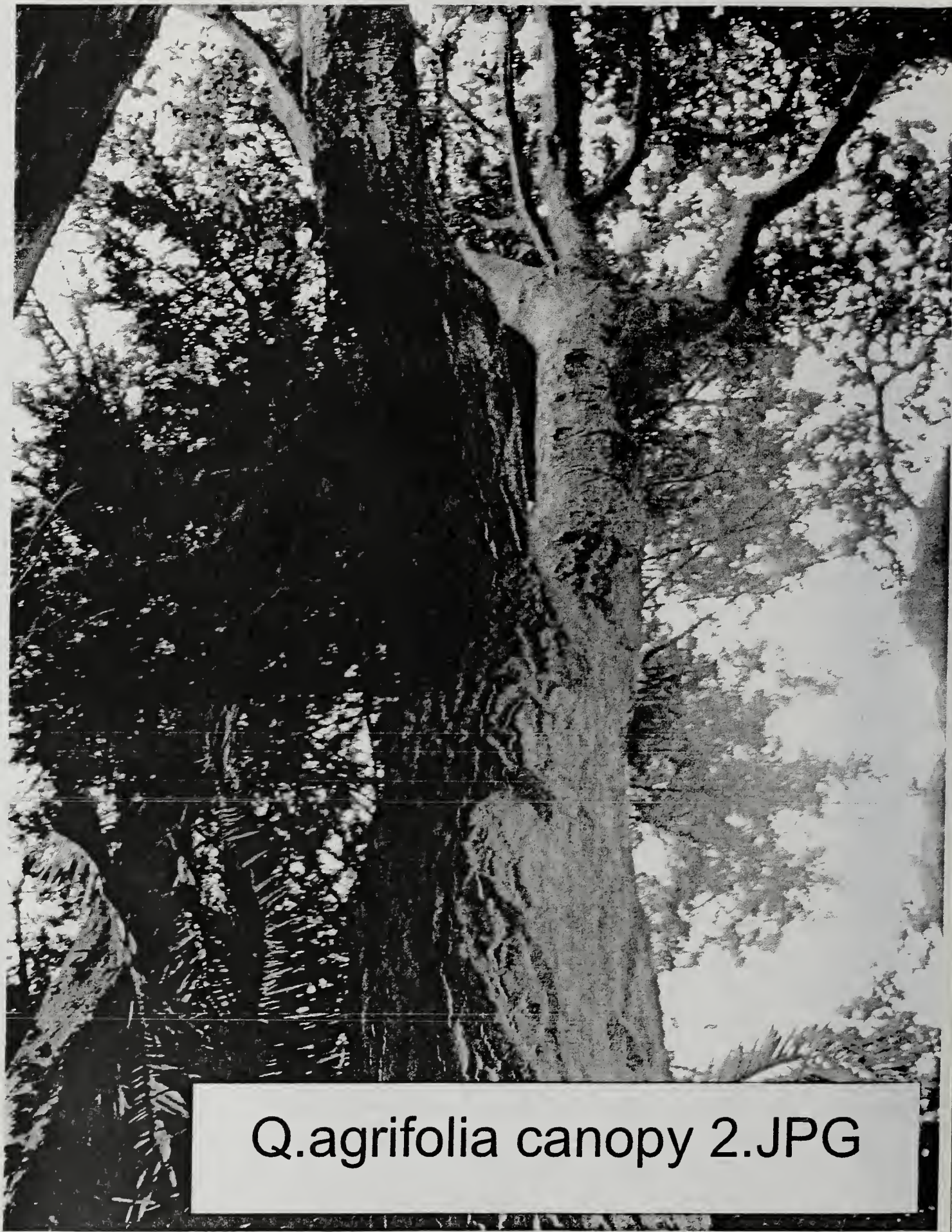




Q. agrifolia canopy view1.JPG

Q. agrifolia trunk view.JPG





Q.agrifolia canopy 2.JPG

A black and white photograph showing a close-up of a tree trunk, likely a Quercus agrifolia (live oak), with a thick, textured bark. The trunk is dark and shows signs of weathering. In the background, there are palm fronds and other foliage, suggesting a tropical or subtropical environment. The lighting is bright, creating high contrast between the dark bark and the lighter background.

Q.agrifolia 1.JPG

Mark Sustarich Evaluation Form

Landmark Tree Evaluation Form

Scientific name: Quercus agrifolia Common name: Coast Live OakStreet address: 20-26 Rossmont PlaceCross streets: 14th and Valencia

Block: _____ Lot(s): _____

GPS units (optional): _____

☒ Private ☐ Public Agency name _____Property owner consent to evaluate ☒ Yes ☐ No

DBH (in): 44 front trunk 27 back trunk 25
Height (ft): 35-40
Average canopy spread (ft): 30
Trunk diameter at ground level (in): 37
Number of trees: 1

Tree Condition (adapted from CTLA Guide to Plant Appraisal)

☐ No apparent problems ☒ Minor problems ☐ Major problems ☐ Extreme problems

Root issues

- ☐ Root anchorage
- ☐ Collar/flare soundness
- ☐ Mechanical injury
- ☐ Girdling/kinked roots none visible
- ☐ Compaction/waterlogged roots
- ☐ Mushrooms (may have to ask owner)

Trunk issues

- ☒ Sound bark and wood
- ☐ Cavities
- ☐ Mechanical or fire injury
- ☐ Cracks
- ☐ Swollen or sunken areas
- ☐ Conks

Scaffold branches

- ☒ Strong attachments
- ☒ Smaller diameter than trunk where attached
- ☒ Vertical branch distribution
- ☐ Free of included bark
- ☒ Free of decay and cavities
- ☐ Well pruned some stubs
- ☐ Well-proportioned/proper taper
- ☐ Wound closure some stubs
- ☒ Deadwood or fire injury some deadwood

Small branches and twigs

- ☒ Vigor of current shoots (compare previous growth) healthy

- ☒ Well distributed throughout canopy
- ☐ Appearance of buds (color, shape, size for species)
- Small Branches and Twigs (continued)
- ☒ Presence of weak or dead twigs *deadwood present*
- Foliage and/or Buds
- ☒ Coloration of foliage *healthy*
- ☐ Nutrient status
- ☐ Herbicide, chemical or pollution injury
- ☐ Wilted or dead leaves
- ☐ Dry buds
- ☐ Presence of insects or disease (any part of tree) *None noted*

Comments on health or structure: *Healthy tree overall structure is good.*
A fine specimen

Species

- ☐ Rare

Size or Age

- ☐ Greater than typical mature size or age

Cultural/Historical Value

- ☐ Significant historical or cultural association
- ☐ Significant ethnic appreciation
- ☐ Neighborhood appreciation of tree
- ☐ Part of planting that defines neighborhood character
- ☐ Profiled in a publication or other media

Key Location

- ☐ High traffic area
- ☐ Low tree density area
- ☒ Extends between several properties
- ☐ Visually accessible from public right-of-way

Ecology

- ☐ Important wildlife habitat
- ☐ Part of interdependent group of trees
- ☐ Erosion control
- ☐ Wind or sound barrier

Visual characteristic

- ☒ Prominent landscape feature
- ☒ Character defining form

Additional comments

Possible considerations for tree care

Remove deadwood
Thin out branch growing into neighbors yard

Landmark Tree Evaluation Form

Evaluator: Grace Ma

Scientific name: Quercus agrifolia Common name: coast live oak

Street address: 20-26 Rosemont Place

Cross streets: 14th and Valencia

Block: 3534 Lot(s): 022

GPS units (optional): _____

☒ Private ☐ Public Agency name Dept of Public Works nominated

Property owner consent to evaluate ☒ Yes ☐ No

DBH (in):	<u>combined 44; forward trunk 27, back trunk 25</u>
Height (ft):	<u>35</u>
Average canopy spread (ft):	<u>30</u>
Trunk diameter at ground level (in)	<u>37</u>
Number of trees	<u>1</u>

Tree Condition (adapted from CTLA *Guide to Plant Appraisal*)

☒ No apparent problems ☐ Minor problems ☐ Major problems ☐ Extreme problems

Root issues

- ☐ Root anchorage: no apparent problems
- ☐ Collar/flare soundness: no apparent problems
- ☐ Mechanical injury: maybe from patio installation in 1970s
- ☐ Girdling/kinked roots: none visible
- ☐ Compaction/waterlogged roots: no
- ☐ Mushrooms (may have to ask owner): no

Trunk issues

- ☒ Sound bark and wood
- ☐ Cavities: no
- ☐ Mechanical or fire injury: no
- ☐ Cracks: no
- ☐ Swollen or sunken areas: no
- ☐ Conks: no

Scaffold branches

- ☒ Strong attachments
- ☒ Smaller diameter than trunk where attached
- ☐ Vertical branch distribution: well distributed
- ☐ Free of included bark: little included bark at trunk where two main stems meet
- ☒ Free of decay and cavities
- ☐ Well pruned: few stubs on scaffold branches
- ☒ Well-proportioned/proper taper
- ☐ Wound closure: okay except stubs
- ☐ Deadwood or fire injury: some dead small branches in canopy interior

Small branches and twigs

- ☐ Vigor of current shoots (compare previous growth): new growth at branch tips
- ☒ Well distributed throughout canopy
- ☐ Appearance of buds (color, shape, size for species)
- ☒ Presence of weak or dead twigs

Foliage and/or Buds

- ☐ Coloration of foliage: medium green
- ☐ Nutrient status
- ☐ Herbicide, chemical or pollution injury: none visible
- ☐ Wilted or dead leaves:
- ☐ Dry buds
- ☐ Presence of insects or disease (any part of tree): none visible

Comments on health or structure: Tree appears vigorous and in good health.

Species

- ☐ Rare

Size or Age

- ☒ Greater than typical mature size or age for San Francisco

Cultural/Historical Value

- ☐ Significant historical or cultural association: tree
- ☐ Significant ethnic appreciation
- ☐ Neighborhood appreciation of tree
- ☐ Part of planting that defines neighborhood character
- ☐ Profiled in a publication or other media

Key Location

- ☐ High traffic area
- ☒ Low tree density area
- ☒ Extends between several properties: seven properties have view of tree and garden
- ☐ Visually accessible from public right-of-way: I saw top of tree from Dolores but you cannot see from adjacent residential streets.

Ecology

- ☒ Important wildlife habitat: raccoons, scrub jays, hummingbirds, crows, doves, and juncos
- ☐ Part of interdependent group of trees
- ☐ Erosion control
- ☒ Wind or sound barrier: brick wall probably provides more of a barrier

Visual characteristic

- ☐ Prominent landscape feature
- ☐ Character defining form

Additional comments

The oak's canopy has formed a cohort relationship with adjacent trees (palm, deodar cedar, and Monterey pine).

Possible considerations for tree care

If neighbor removes Monterey pine trees, ensure the oak tree branches are not damaged.

Urban Forestry Council Criteria for Landmark Tree Evaluation

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the Urban Forestry Council has developed these criteria for evaluating potential landmark trees in San Francisco.

When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would.

Rare: Unusual species in San Francisco. Also consider rarity in California, North America, world.

Size: Notable size compared to other trees of the same species.

Age: Significantly advanced age (known or estimated).

Historical association: Related to a historic or cultural building, site, street, person, event, etc.

Ethnic appreciation: Particular value to certain ethnic groups in neighborhood or city.

Neighborhood appreciation: Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc.

Planting defines neighborhood character: Contributes to neighborhood aesthetic.

Profiled in a publication or other media: Tree has received print, internet, video media coverage.

High traffic area: High visibility, possible traffic calming effect.

Low tree density: Tree exists in a neighborhood with very few trees.

Extends between multiple properties: High visibility, multiple neighbors share tree.

Accessible from public right-of-way: High visibility.

Important wildlife habitat: Wildlife shelter and/or food (observed or potential).

Interdependent group of trees: This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Erosion control: Tree prevents soil erosion.

Wind or sound barrier: Tree reduces wind speed or mitigates undesirable noise

Prominent landscape feature: A striking and outstanding natural feature.

Character defining form: Tree is an example of good form for its particular species.

Tree condition: Consider overall tree health and structure, and whether or not tree poses a hazard.



20-26 Rosemont Place

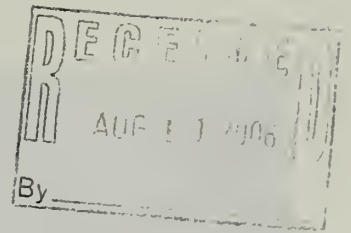






August 8, 2006

Alexis Harte
Urban Forestry Council
11 Grove Street
San Francisco, CA 94102



Dear Mr Harte,

I am writing to inform you of my neighbor's and my efforts to secure landmark preservation for a unique neighborhood green space that includes a rare and historic native Coast Live Oak and five other trees of considerable age, height and habitat.

I am attaching the documentation created by my neighbor Martin Osborne, a professional gardener who maintains the garden below the canopy. Also included are a photo collage of the trees and the site, and copies of letters requesting formal nomination to Mr Dean Macris, Director of Planning; Dr Fred Abadi, DPW Director; and Supervisor Bevan Dufty.

The Coast Live Oak, *Quercus agrifolia*, has a 12 foot trunk circumference, is approximately 70 feet tall, and most likely pre-dates the surrounding buildings and the 1906 earthquake.

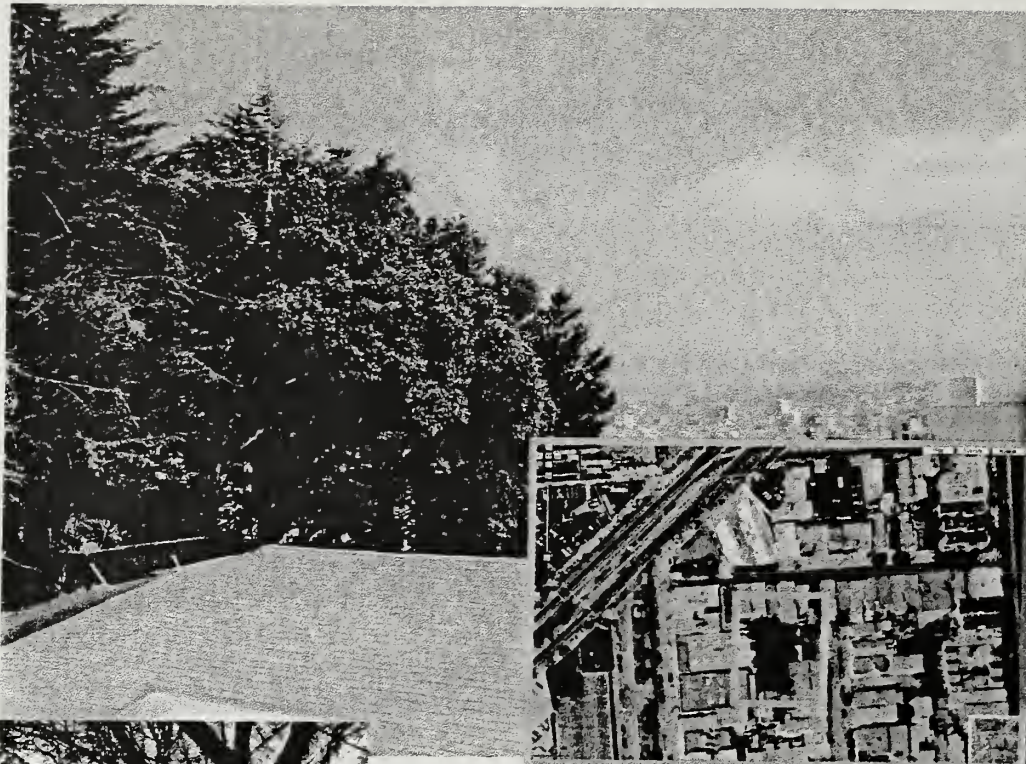
The other five trees are also mature trees with significant height and canopies. You can see from the attached photos that it represents a significant green space in the city, and it provides habitat for a variety of birds and fauna.

These historic trees are in the backyard of a four unit rental building at 20-26 Rosemont Place, between Dolores, Guerrero, Clinton Park and 14th Street. The owner is an absentee landlord, so we are hoping to interest the heads of city agencies and our local Supervisor.

Thank you very much for any help you can offer to investigate and promote the protection of this amazing urban green space.

Sincerely,

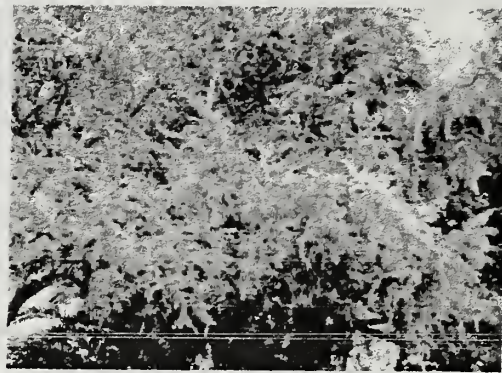
Jared Braiterman PhD



Coast Live Oak and five other landmark trees

Coast Live Oak mostly likely predates the surrounding buildings and the 1906 earthquake. All six trees are mature with 9 to 12 foot circumference trunks, large canopies and heights of 40 to 75 feet. This neighborhood green space provides habitat for a variety of birds and animals.

20-26 Rosemont Place
San Francisco 94103



Created on August 5, 2006 and submitted to the DPW and Planning Dept Chiefs, Board of Supervisor Bevan Dufty and the SF Urban Forest Council. Also submitted for inclusion for the Market and Ocativa Neighborhood Plan historic survey.



Jared Braiterman
<braiterman@sbcglobal.net>

10/04/2006 12:42 PM

Please respond to
Jared Braiterman
<jared@jaredRESEARCH.com>

To Boe Hayward <boe.hayward@sfgov.org>, Grace Ma
<Grace.Ma@sfgov.org>, Rick Pearman
<rick.pearman@sfdpw.org>, Andrea Green@sfgov.org,
Carla Short <Carla.short@sfdpw.org>, AnMarie Rodgers
cc <anmarie.rogers@sfgov.org>, Moses Corrette
<moses.corrette@sfgov.org>, Marty Osborne

bcc

Subject Landmarking Coast Live Oak and other 100 year old trees |
20-26 Rosemont Street

History:

✉ This message has been replied to and forwarded.

Dear Supervisor Dufty, Dr Abadi, Planning Director Macris, Boe, Grace, Andrea and Rick,

It has been two months since my neighbor Marty Osborne and I requested that Supervisor Dufty, Planning Director Macris or DPW Director Dr Abadi sponsor for landmark status a remarkable grove of old trees, including an incredibly rare and healthy Coast Live Oak, at 20-26 Rosemont Street.

So far we have not heard what initial steps you are prepared to take to investigate and document these important trees that recall our City's history and contribute to a healthy community today. Since the owner is an absentee landlord, we would like the City to join with us in preserving this unique habitat for wildlife and vital green space.

As a group, we have already sent you emails, corrected a form as requested by Grace Ma, and submitted all required documentation. Attached to this email is an image of the trees and a description of their importance.

Together with my neighbors, I urge you to take immediate action to schedule an inspection and verify the documentation already submitted by Marty Osborne, resident, and myself, a neighbor.

Thank you for taking action to grant historic landmark status for this unique grove of trees.

Jared Braiterman PhD

jared@jaredRESEARCH.com
<http://www.jaredRESEARCH.com>



rosemont_landmarktrees.jpg



Jason D
<jjuania@yahoo.com>
10/04/2006 01:42 PM

boe.hayward@sfgov.org, Grace.Ma@sfgov.org,
To rick.pearman@sfdpw.org, Andrea.Green@sfgov.org,
bevan.duffy@sfgov.org
cc jared braiterman <jared@jaredresearch.com>

bcc

Subject Begin the landmarking process for historic trees at 20-26
Rosemont Place

To all,

Please begin the landmarking process for the historic trees in the common yard space behind 20-26 Rosemont Place, 94103. The trees in question -- substantial cedars and cypresses, and a truly monumental Coast Live Oak -- are important contributions to the neighborhood. They are visible from the residences on all sides of the block (Clinton Park, Guerrero, 14th, Rosemont, and Dolores) and appear as orienting landmarks for the public from sidewalks on Dolores, Market, and Buchanan. The Coast Live Oak in particular is among the largest in the city and is likely native to the site.

These trees are irreplaceable elements of the cityscape and have cultural as well as environmental value for the public. Please begin the process of landmarking them as soon as possible.

Sincerely,

M. Jason Dewees

1326 Sixth Ave.

San Francisco, CA 94122



Luis.Pardo@kp.org
11/10/2006 01:09 PM

To alexis.harte@sfgov.org, bevan.dufty@sfgov.org,
boe.hayward@sfgov.org
cc
bcc
Subject saving trees

Hello

I am writing to support Marty Osborne and Jared Braiterman's efforts to landmark protect seven historic trees at 20-26 Rosemont Place, including a 100+ year Coast Live Oak. There is a new city process for granting historic landmark status to trees and protecting them from development. I would like to remind you, the supervisors, Department heads and staffs that landmarking trees is not about human ownership or what will make it easier for officials like yourself.

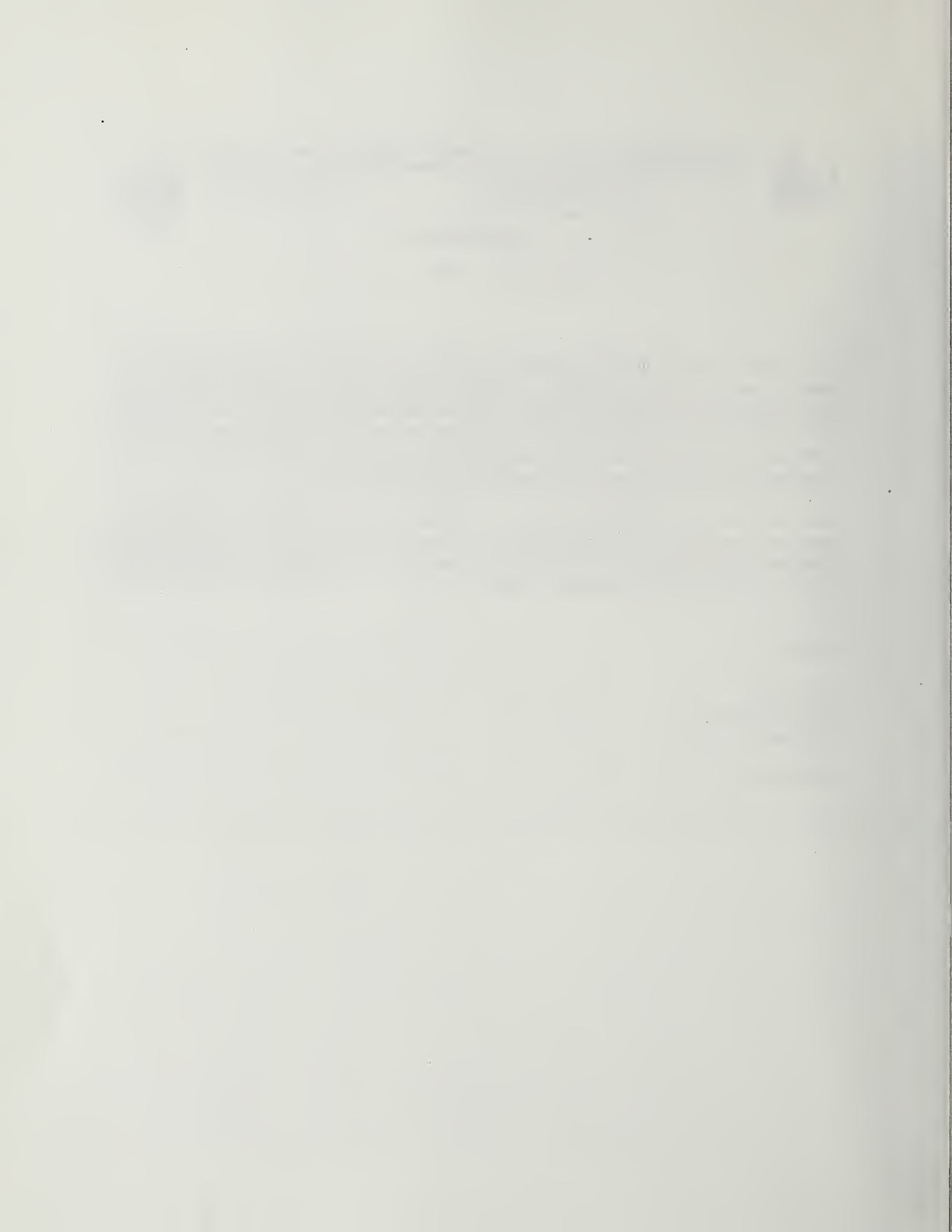
Landmarking trees is about urban plants and our collective life.

Here's why these trees should be protected: As a group, these trees provide a 75 foot tall canopy that spreads out at least 150 feet, providing a vital habitat for wildlife and a rare green oasis in an urban landscape dominated by concrete. The trees are visible from surrounding streets since they tower above the neighboring structures. Please save them

Thank you

Luis Pardo
658 Valencia Street,
SF CA 94110

415 861 8810





SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE: January 26, 2007

ITEM NO. 8

URBAN FORESTRY COUNCIL

AGENDA PACKET CONTENTS LIST*

☒ Landmark Building Preservation Incentives

☐☐☐☐☐☐☐☐☐☐☐☐☐

*This list reflects the explanatory documents provided.

SAN FRANCISCO
PRESERVATION BULLETIN NO. 8

THE MILLS ACT

THE MILLS ACT

Enacted by the State of California in 1976 and amended in the San Francisco Administrative Code in 1996, the Mills Act is state-sponsored legislation that grants local governments the ability to directly participate in an historic preservation and economic incentive program. The Mills Act is designed to provide owners of both owner-occupied and income-producing property the opportunity to actively participate in the rehabilitation, restoration, preservation and maintenance of "qualified historical properties" while receiving property tax relief. *The Mills Act is recognized as the single most important economic incentive program available in California for use by private property owners of qualified historic buildings.*

THE SAN FRANCISCO PROGRAM

In May 1996, San Francisco Board of Supervisor Ordinance 191-96 amended the San Francisco Administrative Code by adding Chapter 71 to implement the California Mills Act. The San Francisco ordinance was written to offer an incentive to property owners of designated city landmarks pursuant to Article 10 of the Planning Code and/or to owners of property individually listed in the National Register of Historic Places.

BENEFITS OF THE MILLS ACT

The Mills Act provides for a potential 50 percent reduction in property taxes on "qualified historical properties" in exchange for the owner's agreement to maintain and preserve the resource in accordance with standards established by the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. Qualified historical properties are identified as designated city landmarks pursuant to Article 10 of the San Francisco Planning Code and/or structures individually listed in the National Register of Historic Places -- the official federal list of buildings, structures, districts, sites or objects significant in American history, architecture, archeology, engineering and culture.

The Mills Act offers a major preservation incentive to owners of cultural resources that may not be adequately maintained, may have structural deficiencies, or may be in need of rehabilitation.

MILLS ACT PROCESS

- Property owners or designated representatives submit to the Planning Department a completed Mills Act application packet. Applications consist of:
- Mills Act application form.
- Proposed restoration or rehabilitation plan.

- Proposed maintenance plan.
- Historical property contract between the property owner and the City and County of San Francisco.

Once a Mills Act application is received, the matter is referred to the Landmarks Preservation Advisory Board (Landmarks Board) for review and comment and recommendation to the Planning Commission. The Landmarks Board will review and comment on the restoration or rehabilitation plan, the maintenance plan, and may comment on the "value" of the property as an historic resource to determine whether the resource is "worth" the reduction of property taxes.

Following the Landmarks Board's recommendations, the Planning Commission will hold a public hearing to review the Mills Act application and historical property contract. Upon approval by the Planning Commission, the application will be referred to the Board of Supervisors for its review and approval or disapproval.

The Board of Supervisors shall conduct a public hearing to review the Planning Commission recommendation, information provided by the Assessor's Office, and any other information the Board requires in order to determine whether it is in the public interest to enter into a Mills Act historical property contract. Upon approval, the Board of Supervisors shall authorize the Director of Planning and the Assessor's Office to execute the historical property contract.

HOW THE PROPERTY TAX SAVINGS IS CALCULATED

The Mills Act historical property contract assessment reduces general levy property taxes by allowing the Tax Assessor to evaluate a property based on its ability to generate income. This methodology is commonly known as the Income Approach to value and is different from the regular method of assessment known as the Market Approach. In the Market Approach, the Assessor uses sales comparisons of similar properties that were appropriately adjusted for differences between comparable properties and the subject property.

In the Income Approach, after a Mills Act historical property contract has been executed, the Assessor values the property according to the capitalization of income whereby the property's potential income is divided by a pre-determined capitalization rate to determine the new assessed property value. The Income Approach can potentially reduce the Market Approach assessment by as much as 50 percent.

Mills Act contracts remain in force even when a property is sold. If a significant jump in assessed value results from the resale price, the property tax bill remains fixed for the life of the contract. This is based upon the Tax Assessor's determination of the assessed valuation of the property when the Mills Act contract is executed.

THE TERMS OF THE MILLS ACT HISTORICAL PROPERTY CONTRACT

- Mills Act contracts must be made for a minimum of ten years during which time the owner is entitled to an annual reduction in property taxes.
- Mills Act contracts may be extended annually on the anniversary date of the initial ten-year contract.
- The City must monitor the provisions of the contract until its expiration.
- The Planning Department in consultation with the Tax Assessor's office will perform yearly inspections of the historic resource to verify that the conditions of the Mills Act historical property contract are enforced.
- The City may terminate the Mills Act contract at any time if it determines that the owner is not complying with the terms of the contract or the legislation.
- Fees are charged for the City's costs to process and administer the Mills Act application and historical property contract, including a fee for inspecting the property and enforcing the contract. The fee is set forth in Planning Code Section 356(e).

COMMUNITY BENEFITS

- The Mills Act represents an important economic incentive for property owners of qualified historic properties. These resources contribute greatly to the enhancement of San Francisco's special architectural, historic and aesthetic character.
- The Mills Act makes the designation of local landmarks and individual listings of properties in the National Register of Historic Places more attractive to owners and encourages the conservation of historical resources.
- The Mills Act can help to prevent the deterioration of historic buildings through owner neglect. Lower property taxes make the sale of qualified historic properties more attractive. Because income-based valuation reflects the actual use of the property rather than the development potential of the land, it may make preservation of single-family houses in higher density districts more feasible. Other preservation incentives available to owners of historic properties are detailed in *Preservation Bulletin No. 6, Preservation Incentives*.

For more information on the Mills Act program, contact the Planning Department at (415) 558-6377.

CITY AND COUNTY OF SAN FRANCISCO PLANNING DEPARTMENT

MILLS ACT APPLICATION FORM

General Instructions:

The Mills Act authorizes local governments to enter into contracts with owners of private historical property who will rehabilitate, restore, preserve, and maintain a "qualified historical property." For purposes of the Mills Act, a qualified historical property is a privately owned property that is not exempt from property taxation and which is one and/or both of the following:

- Individually listed in the National Register of Historic Places
- Designated as a San Francisco Landmark pursuant to Article 10 of the Planning Code.

An owner, or an authorized agent of an owner of a qualified historical property may submit an application for a Mills Act historical property contract to the Planning Department on the form below and a fee as set forth in Planning Code Section 356(e). This fee covers the first four hours of Planning Department staff time. A time and materials fee may later be assessed as set forth in Planning Code Section 350(c).

A. QUALIFIED HISTORICAL PROPERTY INFORMATION

Property Name: _____

Historic Name (if known): _____

Address of Property: _____

Cross Streets: _____

Block and Lot of Property: _____

Owner: _____ (Phone #) _____

B. EVIDENCE THAT PROPERTY IS A QUALIFIED HISTORICAL PROPERTY

Is property individually listed on the National Register of Historic Places? If so, please attach evidence of National Register of Historic Places listing and National Register Status Code assigned to the property.

Evidence of National Register of Historic Places listing: _____ (attached)

Evidence of National Register of Historic Places rating: _____ (attached)

Is property a designated San Francisco Landmark? If so, please attach evidence of San Francisco Landmark designation.

San Francisco Landmark Name: _____ (attached)

San Francisco Landmark Number: _____ (attached)

C. PRESENT PHYSICAL CONDITION OF PROPERTY

Please provide a description of the present physical condition of the property. What type of work is needed to ensure its long-term preservation and maintenance? *Please attach photos or other evidence to convey present physical condition.* _____

D. REHABILITATION, RESTORATION AND PRESERVATION WORK TO BE PERFORMED

Please provide an explanation of the nature and cost of rehabilitation, restoration and preservation work to be performed on the property. *Please attach cost estimates, architectural drawings or other evidence to explain work to be performed.* _____

E. MAINTENANCE WORK TO BE PERFORMED

Please outline plans for the continued maintenance of the property. _____

F. APPLICANT'S AFFIDAVIT

Under penalty of perjury, I, the applicant, declare that I am the owner or authorized agent of the owner(s) of this property, and that the information presented is true and correct to the best of my knowledge.

Signed: _____

(Print Name of Applicant in Full)

Date: _____

Please return this form to:

Preservation Coordinator
San Francisco Planning Department
1660 Mission Street, 5th Floor
San Francisco, CA 94103

DO NOT WRITE BELOW THIS LINE – PLANNING DEPARTMENT INFORMATION

1. Property determined eligible for Mills Act? _____ Yes _____ No

2. Application deemed acceptable? _____ Yes _____ No

3. Additional comments: _____

SAN FRANCISCO
PRESERVATION BULLETIN NO. 6
PRESERVATION INCENTIVES

INTRODUCTION

First and foremost, preservation incentives are intended to encourage property owners to repair, restore, or rehabilitate historic resources in lieu of demolition. While San Francisco offers local preservation incentive programs, there are other incentives offered through federal and state agencies. These include federal tax credits for rehabilitation of qualified historical resources, property tax abatement programs, alternative building codes, and tax deductions for preservation easements. Preservation incentives can result in tangible benefits to property owners.

FINANCIAL INCENTIVES

1. Property Tax Reduction. The Mills Act is perhaps the best preservation incentive available to private property owners in San Francisco. Enacted by the State of California in 1976, the Mills Act authorizes local governments to enter into contracts with owners of privately owned historical property to insure its rehabilitation, restoration, preservation and long-term maintenance. In return, the property owner enjoys a reduction in property taxes for a given period. Mills Act contracts have the net effect of freezing the base value of the property, thereby keeping property taxes low. The City's Mills Act enabling legislation was adopted in 1996. Owners of designated San Francisco landmarks and buildings listed individually in the National Register of Historic Places are eligible to apply for a Mills Act contract. *For more information on the Mills Act, see Preservation Bulletin No. 8, The Mills Act.*

2. Loans. The City has several loan programs administered through the Mayor's Office of Housing (MOH) and the Mayor's Office of Economic Development (MOED) to assist in the rehabilitation of residential resources. They include:

- **Community Housing Rehabilitation Program (CHRP).** These loans offer rehabilitation funds for low-to moderate-income, owner-occupants of residential buildings. Eligible uses of the funds are the correction of San Francisco Housing Code violations, which include electrical, plumbing, termite, dry rot, painting, repair and replacement of roofing, window and necessary upgrades or accessibility modification of kitchens and bathrooms. Some projects may be eligible for additional, adjunct program funding for lead paint remediation or earthquake hazard retrofit of specific structures. Eligible properties must be one or two units with the owner of title living in one of the units.
- **Code Enforcement Rehabilitation Fund (CERF).** The CERF program offers a hardship loan for a minimum of \$250 and maximum of \$15,000 to correct any conditions, which the City has determined in violation of the existing building code. Priority consideration is given to those conditions considered to be a health or safety issue.

- **Unreinforced Masonry Building (UMB) Loans.** In 1992, San Francisco voters authorized the issuance of \$350 million in bonds to make loans available to owners of UMB buildings. From that amount, \$150 million was set aside for low-interest loans at 2.5 percent to retrofit buildings containing affordable housing. The remaining \$200 million was used to retrofit all other types of UMBs.

For more information on the residential rehabilitation loan programs, contact the Mayor's Office of Housing at 252-3177. For additional information on the UMB program, contact the Seismic Safety Section of the Department of Building Inspection at (415) 558-6083. For questions regarding the UMB Bond Loan Program, contact the UMB Seismic Safety Loan Program Administrator at (415) 554-6936 and see *Preservation Bulletin No. 3, Review Process for the Seismic Retrofit of Unreinforced Masonry Buildings*.

3. Federal Tax Credits. The Federal Historic Preservation Tax Incentives program is one of the nation's most successful and cost-effective community revitalization programs. The 20% Rehabilitation Tax Credit is available for buildings that are National Historic Landmarks, listed in the National Register and that contribute to National Register Historic Districts and certain local historic districts. To qualify, properties must be income producing and must be rehabilitated according to standards set by the Secretary of the U.S. Department of Interior. The 20% Rehabilitation Tax Credit applies to any project that the Secretary of the Interior designates a *certified rehabilitation of a certified historic structure*. The 20% credit is available for properties rehabilitated for commercial, industrial, agricultural, or rental residential purposes, but it is not available for properties used exclusively as the owner's private residence.

4. Tax Deduction for Preservation Easements. One of the oldest strategies for historic preservation is an historic preservation easement. An easement insures the preservation of a property's significant architectural and natural (if any) features while allowing the owner to continue to occupy and use the property subject to the provisions of the easement. A preservation easement is created by deed and is typically donated or sold to a public or private preservation organization. Either the City or a qualified preservation group, such as San Francisco Architectural Heritage can hold title to the easement, which allows the property owner a one-time tax deduction and the holder has the right to review any changes to features covered by the easement.

5. State Historical Building Code (SHBC). This alternative building code seeks to preserve historic buildings by providing equivalent life safety standards for repairs, alterations and additions to historic buildings. The equivalent measures permitted by the code are more sensitive to the historic conditions of a building than standard building codes. The renovation of historic buildings is often difficult when older buildings must meet the standards of modern building codes (including Uniform Building Code, City Building Code, Fire Code, Plumbing Code) whose regulations are designed for contemporary construction technologies.

The SHBC allows flexibility in meeting building code requirements for rehabilitated structures. For example, a choice in provisions of egress and other fire-related precautions is allowed. Generally, building owners can enjoy substantial cost savings when rehabilitating an historic structure by using the SHBC. The SHBC applies to any building, site, structure, object, district or collection of structures and their associated sites deemed of importance to the history, architecture, or culture of an area by an

appropriate local, state or federal governmental jurisdiction.

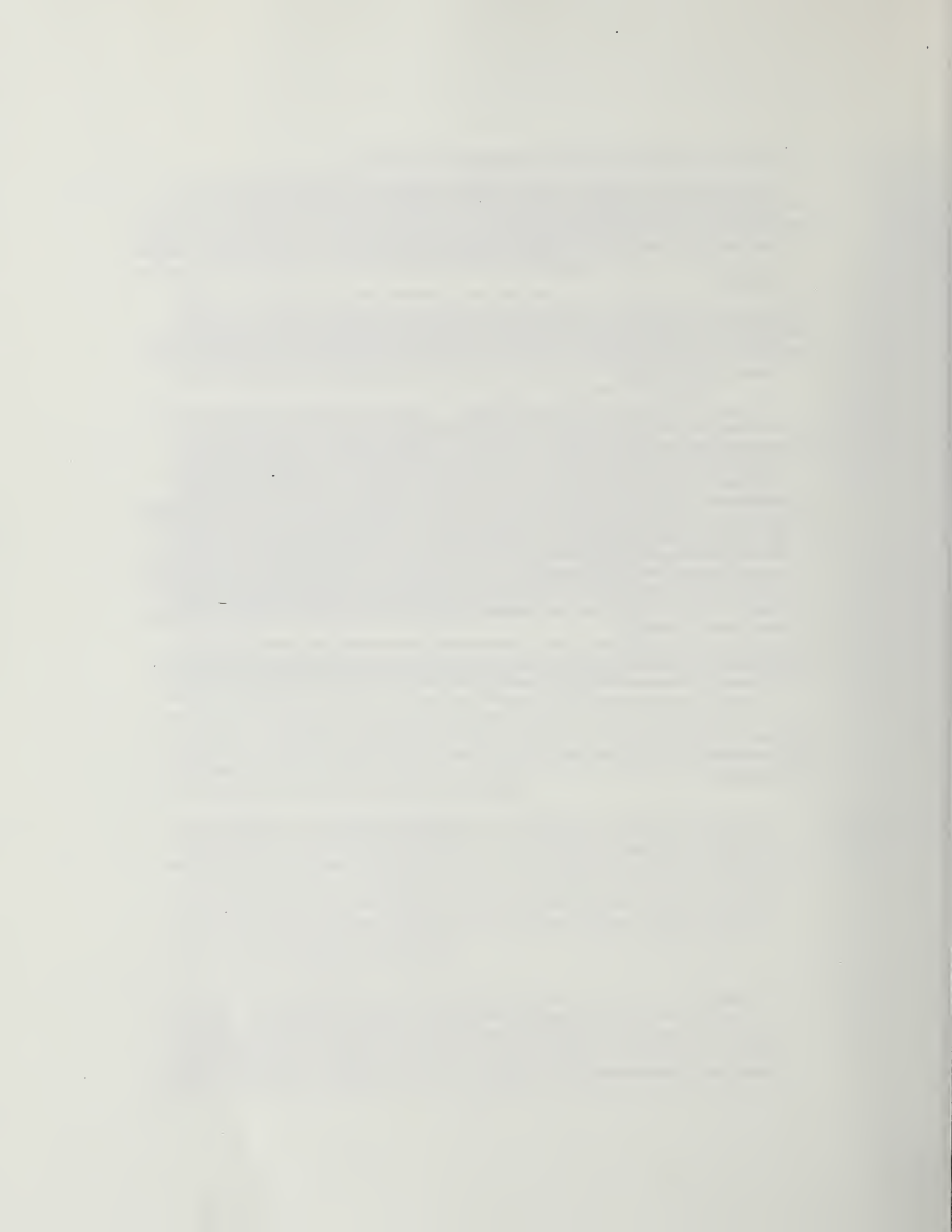
In San Francisco, the SHBC applies to many rated cultural resources. These include properties listed in or determined eligible for the National Register of Historic Places, the California Register of Historical Resources and officially adopted inventories or surveys of historically or architecturally significant sites, places or landmarks such as those listed in Articles 10 and 11, Here Today and within the General Plan of the City and County of San Francisco.

Utilization of the SHBC can help ameliorate proposed adverse effects to an historic building with creative solutions that achieve the health, safety and welfare requirements for the building's occupants. For more information, contact the Department of Building Inspection at 558-6088.

7. Transfer of Development Rights (TDR's). TDR's are an effective planning tool for redirecting development away from the sites of historic buildings and are useful in protecting certain historic buildings in perpetuity. Article 11 and Section 128 of the Planning Code detail the provisions that allow for the transfer of unused development rights from designated significant and contributory buildings. These TDR's could be transferred to any parcel or parcels within the same zoning district if the height, bulk, and other rules of the Planning Code would permit the increased square footage. TDR's from the retail and office districts and to a limited extent from the general commercial and support districts can also be used in a special development district known as the South of Market Extended Preservation District. As a planning tool, TDR's have helped the City in accommodating orderly growth while preserving a compact downtown. TDR's provide property owners of significant and contributory buildings economic incentives to maintain these cultural resources.

For general questions or comments regarding this Preservation Bulletin, please contact the Planning Department at 558-6378.

January 2003





SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE: January 26, 2007

ITEM NO. 9

URBAN FORESTRY COUNCIL

AGENDA PACKET CONTENTS LIST*

☒ Legislative Analyst Report on Landmark Tree Incentives

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*This list reflects the explanatory documents provided.

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org



LEGISLATIVE ANALYST REPORT

From: Andrew Murray, Office of the Legislative Analyst
Date: October 5, 2005
Re: Financial Incentives for Maintaining Landmark Trees (OLA No. 059-05)

SUMMARY OF REQUESTED ACTION

Report on all possible financial incentives - including but not limited to tax credits, rebates, and subsidized tree care - for residents on whose property landmark trees are maintained.

EXECUTIVE SUMMARY

Urban trees provide numerous benefits to communities. Some cities have recognized specific trees as particularly meritorious and granted them special protections. The Board of Supervisors is considering two pieces of legislation that would designate some trees as landmarks and offer them protections, even if they are located on private property. Both pieces of legislation would make it illegal for any person to injure or destroy a landmark tree.

The presence of a landmark tree can create a financial burden for a property owner, particularly if the tree's protection limits site development options. In addition, many landmark trees will be large and, if unhealthy, capable of collapsing and damaging property or injuring people. Therefore, property owners will also be responsible for properly maintaining the trees, which can be expensive. To gain the enthusiastic participation of property owners in the landmark tree program the City could provide support to offset some of the burden of maintaining these trees. A number of options, ranging from property tax exemptions to subsidized tree care, are discussed below.

BACKGROUND

Urban trees provide economic, environmental, and social benefits to communities. Because the benefits extend beyond the property on which the trees are situated, local government agencies have acted to grow and safeguard this resource. The Board of Supervisors is currently considering two pieces of legislation addressing tree protection¹. Both pieces would make it illegal for any person to injure (including through negligence) or destroy any street tree or any tree recognized as a landmark, except if granted a permit to remove the tree by the Department of Public Works. Depending on how lenient the granting of such permits is, the presence of a landmark tree could significantly restrict the freedom of a property owner to develop their site, and thereby reduce the value of the property. In addition, to limit

¹ Board of Supervisors file numbers 051458 and 050689.

liability relating to the collapse of a large tree and to avoid claims of negligence in caring for the tree, property owners will likely be obligated to engage in regular maintenance, which can be expensive².

The City should cultivate the participation of private property owners in a landmark tree program, potentially through mechanisms such as public education on the benefits of landmark and urban trees, technical assistance on proper tree care, and programs that publicly recognize significant and well-maintained trees and their owners. Many cities have created such programs in connection with their tree ordinances. In addition, nonprofit organizations based in cities throughout the country also provide financial and technical assistance to residents that want to plant or maintain urban trees. San Francisco's Friends of the Urban Forest, for example, helps residents plant street trees by obtaining the necessary permits, providing the supplies, selecting and purchasing the trees, and overseeing actual planting. It also educates residents about tree care through online information, pruning workshops, and other vehicles. Some nonprofit organizations, including California ReLeaf, provide grants to community based organizations to plant trees in publicly accessible areas.

In addition, the City should consider providing financial support to offset some of the burden of maintaining protected trees. The City has few financial incentive programs from which to borrow lessons. Two programs that do provide financial incentives or support to promote desired behavior or offset the burden of regulatory requirements are the residential recycling program and the graffiti abatement program. The recycling program allows residents to reduce their refuse rates by diverting for free an unlimited amount of material for recycling, and under the abatement program the City provides free paint to residents and business owners that are required to remove graffiti from their property.

FINANCIAL INCENTIVES/COMPENSATION

There are a number of threats to the success of the landmark tree program³. Many are addressed by the permitting process and the deterrent of the enforcement provisions in the proposed legislation. Positive financial incentives could also play a role. A well-designed incentive or compensation program directly rewards people for performing the desired activity or compensates them for a discrete burden. In addition, it minimizes the ability of nefarious actors to game or defraud the system.

Examples from Other Jurisdictions

Most California cities have adopted ordinances to manage trees on public property or right-of-ways. However, few cities have programs addressing the management of trees on private property, or offering financial support for the maintenance of these trees. The Office of the Legislative Analyst (OLA) was not able to uncover any cases in which cities compensated property owners for development restrictions due to landmark tree programs. The OLA identified two rare cases, described below, in which cities subsidized maintenance activities.

² Annual maintenance costs vary depending on the intensity of care and the tree species and maturity.

³ There are four main threats to the success of the landmark tree program. Property owners might not comply with prohibitions on injuring or destroying trees; they might resist designation of their landmark trees; the process of permitting the removal of the trees might be too lenient; and property owners might not sufficiently maintain the trees.

City of Santa Cruz

The City of Santa Cruz operates a heritage tree grant program through which it pays 50% of the cost of maintenance (primarily pruning and disease control) of significant trees located on private property. A number of residents have made use of the program, which requires that the property owner solicit bids from three qualified tree care firms to perform the work. The program, which was funded by a special appropriation from the city council in the amount of \$50,000 per year, has been temporarily suspended due to recent budget constraints, but is expected to resume in the future.

City of Visalia

A City of Visalia ordinance requires that residents hire tree care professionals to trim their oak trees. To compensate for this burden, the City operates a program through which it contracts directly with a qualified tree care firm and pays the full cost of maintenance activities for oak trees on the property of low-income homeowners. The budget of this program is modest, approximately \$5,000 annually, which is derived from fines and penalties assessed for violations of the tree ordinance.

Possible Incentives

Because the definition of a landmark tree has not yet been established, it is unclear how many such trees there are in the City, and therefore hard to project the costs associated with the financial incentives described below. By definition, landmark trees are supposed to be unusual, so it is reasonable to assume that the number will be modest. Paul Sacamano of the Department of Public Works, which is responsible for maintaining many of the City's street trees, estimates that there might be as many as 1,000 landmark trees on private property throughout the City. If the program is successful in promoting the longevity of these trees, it is reasonable to expect that the number will grow over time.

If the City desires to provide financial support, it should explore revenue sources beyond the General Fund. Unfortunately, most federal and state support for tree planting is designated specifically for trees on public lands, and therefore would not likely be available to assist private property owners. The City or a nonprofit could establish a donor fund to collect revenues specifically to offset costs of maintaining landmark trees for private property owners. A species-specific advocacy organization might also be willing to provide funding to support tree maintenance. One incentive described below would require the establishment of a new property tax assessment to provide financial support to the urban forest. As in the case of Visalia, the City could limit its financial support through any of the mechanisms described below by making them need based.

Subsidize Maintenance

As illustrated in the cases of Santa Cruz and Visalia, cities can subsidize tree maintenance. Not only would this reduce the cost born by the tree owner, but ensuring proper care would also result in increased tree life, a community benefit. In both cases described above, private companies provide the tree care services. An alternative is to instead direct the same monetary resources to augment the

capacity of city crews that already care for street or park trees such that they could maintain trees on private property. Because this approach might create a potentially significant liability for the City and crowd out maintenance of trees on public property, it would have to be carefully examined. Short of actually paying for tree maintenance, the City might be able to help secure lower cost services from private tree care firms on behalf of landmark tree owners if it represented all owners in negotiating group rates. The City could also try to secure reduced rate services on behalf of landmark tree owners by designating a small number of tree care firms as the City's "preferred providers", which would presumably have spillover benefits for the firm beyond business in landmark trees.

Rebate Property Tax

Depending on how difficult it is to secure a permit to remove a landmark tree for site redevelopment, the presence of a landmark tree could substantially reduce a property owner's site use options, and therefore the value of the site. An annual reduction in property taxes is a mechanism through which the City could compensate property owners for this loss, although it is unclear what amount of rebate would be appropriate. One shortcoming of this approach is that if eligibility for the rebate were granted based simply on the presence of a landmark tree, it would provide compensation to people who have no ambition of redeveloping their lot, and therefore might be an inefficient use of resources. An alternative to a substantial rebate meant to partially offset the reduction in property value due to limited development options is a small but meaningful rebate intended primarily to build goodwill with program participants. This might be more appropriately implemented, however, through the department overseeing the landmark tree registration, rather than the assessor or treasurer/tax collector.

Assess New Tax for Landmark Trees

In its April 1, 2005 Recommendations for Strengthening San Francisco's Landmark Tree Ordinance, the Urban Forest Council proposed a new property tax assessment for the urban forest. Property owners would be exempted from the tax to the extent that they have significant trees on their property. This is similar in many regards to the property tax exemption, except that as a new tax it would generate new revenue, opposed to the rebate, which would reduce current revenue.

Subsidize Maintenance Supplies

Beyond maintenance by tree service professionals, homeowners can take many steps to promote the health of their landmark trees. The City could provide subsidized water and fertilizer to landmark tree owners. Regarding fertilizer, if that provided by the City were nontoxic, encouraging its use by residents would have the added benefit of reducing stormwater pollution loading. Bulk purchasing by the City could allow it to provide residents with supplies at a lower cost to the City than if it were to simply reimburse residents for purchases of supplies from normal retail outlets, assuming the cost of storing the material was not too high. Providing water bill credits would require inspection and monitoring, which might be costly.

Eliminate Fees for Permitted Removal

One potential cost of having a landmark tree is that of undertaking its removal. The pending pieces of legislation authorize the removal permit to have conditions that could include fees for the replacement value of the tree, administrative costs, and a contribution to the Adopt-A-Tree Fund. If the approval process is well tuned to appropriately allow and disallow landmark tree removals, the fees associated with removal might be of limited value as a deterrent and an undue financial burden. Fines associated with violating the provisions of the proposed legislation should not be reduced if already appropriately set, of course.

Exempt Property Owners from other Requirements

One means of remunerating property owners for reduced flexibility in site development is to provide compensating flexibility regarding other site development restrictions, such as setbacks, etc. However, policies that provide indirect compensation such as this are prone to distortions that might lead to unintended negative consequences that exceed the initial benefit the program was intended to provide.

Facilitate Tax Deduction through Conservation Land Trust

One form of financial compensation that the City could help facilitate but would not have to fund is an income tax deduction. The City could work with a local nonprofit to establish a conservation land trust to which private property owners could donate an easement to their landmark tree and the land immediately surrounding it. The property owner might then be able to deduct the value of the easement (equal to the loss of property value due to restricted development opportunities) from their property taxes. Additional consultation with a land use and tax attorney and appraiser would be required to explore the feasibility of this option, as the assessment of the value of the easement would be challenging. The nonprofit would bear some costs as it would be required to regularly monitor the easement to make sure that it has not been infringed upon.

CONCLUSION

A number of options are described above to subsidize routine maintenance activities. If it is difficult to secure a permit to remove a landmark tree, the primary financial cost to property owners, whether it is realized or not, will likely be the restricted freedom to redevelop their site. Rather than develop financial incentives to compensate for this, a more effective and direct remedy would be a carefully designed permitting process that is appropriately challenging, coupled with a requirement that the property owner take appropriate measures to compensate for a landmark tree's removal through new plantings or in lieu fees, as incorporated in the pending legislation.



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT

URBAN FORESTRY COUNCIL

DRAFT MINUTES

Friday, January 26, 2007 at 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

FEB 23 2007

SAN FRANCISCO
PUBLIC LIBRARY

1. **CALL TO ORDER and ROLL CALL.** The meeting was called to order at 10:10 a.m. Present: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Griswold, Habert, Marks, Nervo, Sherk, Sacamano, and Sustarich. Excused: Members Costello, Miller and Rodgers. Absent: Member Cohen. Deputy City Attorney Francesca Gessner and Urban Forestry Specialist Grace Ma were in attendance.
2. **ACTION:** Adoption of minutes of the December 8, 2006 Urban Forestry Council Regular Meeting. Upon Motion by Vice-Chair Quirke and second by Member Nervo, the December 8, 2006 Meeting Minutes were adopted without objection. (Absent: Members Cohen, Costello, Miller and Rodgers) (Explanatory Document: Approved Minutes of the December 8, 2006 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=51616.)

Member Marks discussed his remarks noted in the Minutes (page 9) in reference to requesting legal counsel to provide a written opinion clarifying ownership of trees extending onto multiple property lines and advised that Deputy Director Assmann had explained that the Urban Forestry Council does not have a budget for City Attorney opinions other than advice received at meetings, and that this issue should be pursued through legislation action. Member Marks advised that he would be in touch with Supervisor Peskin. Member Marks also referenced his comments on page 17 and clarified that the full Board has to approve the nomination of the tree, have the nomination forwarded to the Council, and then back to the Board for adoption.

3. **PRESENTATION:** Overview of the City's Proposed Ten-Year Capital Plan.
SPONSOR: Member Milton Marks
PRESENTERS: Mr. Brian Strong, Director, and Mr. Adam Van de Water, Principal Analyst, Capital Planning Program General Services Administrator

Member Marks advised that this agenda item has been brought forward as a result of a Funding Committee discussion on accessing City funding beyond what is currently

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available primarily through either Proposition K or a segment of the General Fund. It was stated that Mr. Ben Rosenfield, Assistant City Administrator, City Administrator's Office and the Committee held a discussion at their December meeting on whether there were impediments to trees and urban forestry receiving money from the capital budget. Member Marks indicated that Mr. Rosenfield advised that there was a discussion with the City Capital Budget group to make this a reality, and that a representative would attend today's meeting to talk about future funding possibilities.

Mr. Brian Strong discussed the City and County of San Francisco's Capital Planning Program and stated that the City has prepared and adopted a 10-year capital expenditure plan for the first time in modern history, and this is the second year of the Plan. An overview was presented on topics that included: (Explanatory Document: City and County of San Francisco's Capital Planning Program Presentation (PDF)

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- The Value of Capital Planning (Benefits include infrastructure maintenance, long-term planning with other agencies, long-term budget prioritization, and voter confidence).
- Capital Planning Program Defined (10-Year Plan, Capital Planning Committee, and Staffing). Legislation was approved in October 2005 to improve how the City plans for its capital needs, Administrative Sections 3.20 and 3.21. Efforts are being coordinated to improve the City's ability to pass bonds and manage the capital program.
- Improvements during the Last Year. The City has paid more attention to its infrastructure.
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- Recreation and Parks Summary
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Member Sacamano stated that the Bureau of Urban Forestry has submitted a capital request for trees last year and is included this year in the Plan. It was stated that their staff has gone through an analysis of tree maintenance, irrigation upgrades, sidewalk repair, and all Bureau operations. Member Sacamano explained that as a result of 6-7 years of planting, additional funding would be required for maintenance. It was stated that capital expenditures would be a good way to bridge the gap in funding for the next fiscal year.

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SPONSOR: Member David Habert

PRESENTER: Mr. Michael Grisso, Senior Project Manager, Redevelopment Agency

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- Design Objectives
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- Trees—reinforce street character and pedestrian mobility
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Chair Milne asked how many blocks would be included in the linear park. Mr. Grisso stated that the park would go all the way from Harrison Street to Mission Street (three big blocks). Chair Milne stated that he hoped that the Plan did not include London Plane trees because they are not good in the spring or fall seasons and have a mold problem. Mr. Grisso stated that one tree is a London Plane tree and horticultural and planting guidelines would be considered.

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Member Boss recommended planting the mildew-resistant varieties of the London Plane tree. It was stated that to landmark a tree that was just planted would need a compelling reason such as a gift tree from a dignitary or something cultural. Member Boss stated that in time, all trees that have been planted have a potential to achieve landmark status. Member Blair stated that in order to achieve a landmark quality tree, it would need space and soil and requested that a sizable tree be planted as part of the Plan.

5. **DISCUSSION and ACTION:** The Urban Forestry Council heard the Landmark Tree Committee recommendation for a tree nominated for landmark tree status at the following address:

Coast Live Oak (Quercus agrifolia) at 22-26 Rosemont Terrace

(Explanatory Documents: Landmark Tree Nomination Form (PDF)

<http://sfgov.org/site/uploadedfiles/DPWcoastliveoak22Rosemont.pdf> , pictures, parcel map, (PDF)

[http://web1.sfgov.org/site/uploadedfiles/picturesparcelmap\(1\).PDF](http://web1.sfgov.org/site/uploadedfiles/picturesparcelmap(1).PDF), evaluation forms (Word)

<http://sfgov.org/site/uploadedfiles/GMaevaluationform.doc>, <http://sfgov.org/site/uploadedfiles/GMaevaluationform.doc>, 012607MtgMark Sustarich Evaluation Form community support letters (PDF), 012607Mtg David Habert Evaluation Form and written summary (Word) 012607Mtg Written Summary Mike Boss).

Member Boss stated that the Landmark Tree Committee voted to recommend landmark tree status for the Coast Live Oak and presented a report of findings (see written summary explanatory document above). Additional findings were added to support landmark tree nominations (1) neighborhood appreciation; (2) prominent landscape feature; and (3) believed to be of historical value.

Public Comment in Support:

Public Comment: Mr. Marty Osborne, Landscape Gardener, stated that the subject tree is one of seven native trees in a grove of trees that are important to the grove, described the wildlife habitat, its visibility, and its beauty.

Public Comment: Mr. Jared Braiterman, neighbor of the tree and of Mr. Osborne stated that they have estimated that the tree is 70-foot tall with a 140-foot canopy, 12-foot circumference that is believed to pre-date settlement in the Mission Dolores area. It was stated that the tree from a historical and wildlife perspective is an incredibly unique and valuable tree that provides benefits for local neighbors and to the city and region. There is wide support for the tree including the owner who also agreed to sponsor the landmarking of the tree.

Member Blair objected to emphasizing that the tree is a San Francisco native and indicated that there are 12-inch long cracks in most of the trunks. Member Boss objected to striking the San Francisco native language from the findings. No motion was made to amend the findings. Urban Forestry Specialist Ma advised that the evaluation forms do not mention the cracks, and that she had not seen the cracks when evaluating the tree. Member Blair inquired about the building to the rear of the property that may be torn down and asked if it would affect the tree. Mr. Osborne stated that it is not certain that the building would be torn down and that the issue should be to protect the tree.

Member Sacamano stated that the Department of Public Works strongly supports the landmarking of the tree.

VOTE: Approved

At the conclusion of the discussion, the Council voted to approve the nomination and adopted written findings to support its decision to forward to the Board of Supervisors. Upon Motion by Member Boss and second by Member Sacamano, the Council approved the nomination of the coast live oak without objection. (Absent: Members Cohen, Costello, Miller, and Rodgers)

Chair Milne asked that Urban Forestry Specialist Ma advise the Council when the Board Committee or Board of Supervisors will be hearing this item. Vice-Chair Quirke asked that the Council consider that the landmark tree process be streamlined by hearing from the public and then the Council taking a vote and having Council discussion only if requested.

Urban Forestry Specialist Ma advised that this particular tree does not receive 180-day protection because a Department Head nomination does not receive protection status.

Items 6 and 10 were heard together.

6. **DISCUSSION and ACTION:** Proposed amendments to the Landmark Tree Ordinance 17-06 (Amendment to Public Works Code - Section 801, landmark trees, significant trees, and penalties for violations Ordinance). The Urban Forestry Council will vote on proposing amendments to the Ordinance.

SPONSOR: Chair Terry Milne

SPEAKERS: Chair Terry Milne and Deputy City Attorney Alicia Cabrera

10. **DISCUSSION:** 180-Day Landmark Tree Protection Process as it relates to the Valley Oak Tree at 2830 25th Street.

SPONSOR/PRESENTER: Member Mike Boss

Chair Milne stated that he had asked Deputy City Attorney Cabrera to prepare a Resolution for the Council to consider that would avoid situations such as the valley oak tree being cut down at 2830 25th Street after the 180-day landmark tree protection expired and before the Board of Supervisors had an opportunity to designate the tree for landmark status (Explanatory Document: Draft Resolution (Word)

<http://sfqgov.org/site/uploadedfiles/Item6DraftResolutionRulesofOrder.doc.>).

Member Sacamano recommended that the Council consider amendments to the Ordinance at a future meeting and supported this Resolution to amend the Rules of Order, but indicated it was only part of the solution. One recommended amendment would be for Department Directors to also have the automatic 180-day protection. Chair Milne suggested that the Planning Committee prepare a list of recommended amendments to bring back to the Council to consider at a future meeting. Member Sacamano recommended that the Council send a timeline indicating what action has to be taken along with the approval Resolution to the Board. Urban Forestry Specialist Ma indicated that she is preparing an email to the legislative aides explaining the process and confirmed that she would be able to include a timeline with future Resolutions.

Deputy City Attorney Gessner advised that Supervisor McGoldrick's office is in the process of drafting amendments and recommended that the Council initiate a process with his office to make suggestions or proposals. It was stated that this Resolution recommending amending the Rules of Order would be a simple way of alerting the Board to prioritize the designations. Member Blair stated that she is not clear how the Clerk of the Board could automatically calendar an item.

Member Blair recommended that the Council's approval of a landmark tree designation be considered an automatic approval of landmark designation if the Board has not taken action within the 180-day protection period. Deputy City Attorney Gessner stated that she would research the legality of this question and report back at a future meeting. Member Sherk suggested that Deputy City Attorney Gessner provide a report on her findings to the Planning Committee. Member Boss recommended that a Supervisor be able to nominate a tree as a Department Head can in order to streamline the process. Member Sherk recommended that the Planning Committee consider Items 8 and 9 at a future meeting as part of Landmark Tree Ordinance amendments.

Item 6 was moved to the Planning Committee to consider proposed amendments to bring back to the Council for approval at a future meeting.

VOTE: Approved

Upon Motion by Vice-Chair Quirke and second by Member Sustarich, the Resolution urging the Board of Supervisors to amend its Rules of Order to provide that approved landmark tree nominations automatically be calendared for hearing before the appropriate committee of the Board was approved. (AYES: Chair Milne, Members Boss, Griswold, Habert, Nervo,

Quirke, Sherk, Sacamano and Sustarich) (NOE: Member Blair) (Absent: Members Cohen, Costello, Marks, Miller, and Rodgers.)

7. **DISCUSSION and POSSIBLE ACTION:** Tree Protection Plan. The Urban Forestry Council will discuss and possibly vote on an informational letter to the Planning Commission urging them to require a property owner/applicant to submit a Tree Protection Plan with a building application (Explanatory Document: Draft Informational Letter to Planning Commission)
SPONSOR/SPEAKER: Member AnMarie Rodgers

This agenda item was continued to the Call of the Chair.

8. **INFORMATIONAL REPORT:** Review of Landmark Building Incentives and How it May Apply to Landmark Tree Incentives (Continued from the December 8, 2006 Meeting). (Explanatory Documents: Preservation Incentives (PDF)
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2006/Item10PreservationIncentives.pdf>)
SPONSOR and PRESENTER: Member AnMarie Rodgers

Member Sherk recommended that the Planning Committee include landmark tree incentives in their discussion of possible amendments to the Landmark Tree Ordinance.

This agenda item was continued to the Call of the Chair.

9. **INFORMATIONAL REPORT:** Landmark Tree Incentives Report. The Office of the Legislative Analyst produced a report on incentives to encourage nomination and designation of landmark trees. (Continued from the December 8, 2006 Meeting.) (Explanatory Document: Legislative Analyst Report (PDF)
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2006/item9OLAincentivesforlandmarktrees.pdf>
SPONSOR: Member Bonnie Ora Sherk
PRESENTER: Urban Forestry Specialist Grace Ma

Member Sherk recommended that the Planning Committee include landmark tree incentives in their discussion of possible amendments to the Landmark Tree Ordinance.

11. **INFORMATION:** Staff Report, Grace Ma. Urban Forestry Specialist Ma reported on (1) the success of the Pruning Workshop that was held on December 13, 2006 and thanked Member Costello for working on the Standards and on his presentation and Member Nervo for helping to secure the presentation space; (2) three landmark tree nominations that will be heard at the February Landmark Tree Committee and full Council Meetings; (3) work with legislative aides to clarify nomination process; (4) meeting with Chair Milne and Dan Sider, Director of City Greening to discuss long-term funding; and (5) Department of the Environment researching grant proposals and collaborating with the Environmental Justice System to leverage the two project areas' funding in the southeast sector.

12. **COMMITTEE REPORTS:**

Funding Committee. Chair Terry Milne stated that the Funding Committee did not meet in January and indicated that the most recent development was the meeting with the Director of Greening on future funding possibilities. The next Funding Committee meeting will be on March 6, 2007 at 12:00 PM at 11 Grove Street.

Planning & Policy Committee. Chair Paul Sacamano stated that the Planning Committee at their January 18 meeting discussed the prioritized recommendations from the Urban Forest Plan with the intent to pull out specific objectives that could be accomplished in the near term for the Funding or Planning Committees to pursue. A discussion was held on potentially adding to the tree species list and putting it into an educational format. The need for landmark tree legislation amendments was also discussed. The next meeting will be on February 15, 2007 at 4:00 PM at 11 Grove Street.

Landmark Tree Committee. Chair Mike Boss stated that at the January 9 meeting, the Committee had discussed (1) issues with trees that exist at or near two different property lines in regards to legal and property rights, impact on construction projects, and potentially political issues; (2) improvements to the evaluation form; and (3) outreach programs for the nomination process. The next meeting will be on February 13, 2007 at 4:00 PM at City Hall, Room 421.

13. **CHAIR'S ANNOUNCEMENTS:** Terry Milne, Chair, Urban Forestry Council. There were no announcements made at this time.
14. **INFORMATION:** New Business. Member Blair (1) recommended that the Council investigate the history of the few existing large trees in San Francisco and (2) advised that the Director of Greening would be speaking at SPUR on livable cities and other related topics.
15. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.
16. **ADJOURNMENT.** The Urban Forestry Council meeting adjourned at 12:46 p.m.

The next Urban Forestry Council meeting is scheduled for Tuesday, February 27, 2007 at 5:30 p.m., Room 416, City Hall.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Adopted:



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT

URBAN FORESTRY COUNCIL

APPROVED MINUTES

Friday, January 26, 2007 at 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

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approved
1. **CALL TO ORDER and ROLL CALL.** The meeting was called to order at 10:10 a.m. Present: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Griswold, Habert, Marks, Nervo, Sherk, Sacamano, and Sustarich. Excused: Members Costello, Miller and Rodgers. Absent: Member Cohen. Deputy City Attorney Francesca Gessner and Urban Forestry Specialist Grace Ma were in attendance.
 2. **ACTION:** Adoption of minutes of the December 8, 2006 Urban Forestry Council Regular Meeting. Upon Motion by Vice-Chair Quirke and second by Member Nervo, the December 8, 2006 Meeting Minutes were adopted without objection. (Absent: Members Cohen, Costello, Miller and Rodgers) (Explanatory Document: Approved Minutes of the December 8, 2006 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=51616.)

Member Marks discussed his remarks noted in the Minutes (page 9) in reference to requesting legal counsel to provide a written opinion clarifying ownership of trees extending onto multiple property lines and advised that Deputy Director Assmann had explained that the Urban Forestry Council does not have a budget for City Attorney opinions other than advice received at meetings, and that this issue should be pursued through legislation action. Member Marks advised that he would be in touch with Supervisor Peskin. Member Marks also referenced his comments on page 17 and clarified that the full Board has to approve the nomination of the tree, have the nomination forwarded to the Council, and then back to the Board for adoption.

3. **PRESENTATION:** Overview of the City's Proposed Ten-Year Capital Plan.
SPONSOR: Member Milton Marks
PRESENTERS: Mr. Brian Strong, Director, and Mr. Adam Van de Water, Principal Analyst, Capital Planning Program General Services Administrator

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available primarily through either Proposition K or a segment of the General Fund. It was stated that Mr. Ben Rosenfield, Assistant City Administrator, City Administrator's Office and the Committee held a discussion at their December meeting on whether there were impediments to trees and urban forestry receiving money from the capital budget. Member Marks indicated that Mr. Rosenfield advised that there was a discussion with the City Capital Budget group to make this a reality, and that a representative would attend today's meeting to talk about future funding possibilities.

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<http://sfgov.org/site/uploadedfiles/DPVWcoastliveoak22Rosemont.pdf> , pictures, parcel map, (PDF)

[http://web1.sfgov.org/site/uploadedfiles/picturesparcelmap\(1\).PDF](http://web1.sfgov.org/site/uploadedfiles/picturesparcelmap(1).PDF), evaluation forms (Word)

<http://sfgov.org/site/uploadedfiles/GMaevaluationform.doc>, [012607MtgMark Sustarich Evaluation Form](http://sfgov.org/site/uploadedfiles/GMaevaluationform.doc) community support letters (PDF), [012607Mtg David Habert Evaluation Form](http://sfgov.org/site/uploadedfiles/GMaevaluationform.doc) and written summary (Word) [012607Mtg Written Summary Mike Boss](http://sfgov.org/site/uploadedfiles/GMaevaluationform.doc)).

Member Boss stated that the Landmark Tree Committee voted to recommend landmark tree status for the Coast Live Oak and presented a report of findings (see written summary explanatory document above). Additional findings were added to support landmark tree nominations (1) neighborhood appreciation; (2) prominent landscape feature; and (3) believed to be of historical value.

Public Comment in Support:

Public Comment: Mr. Marty Osborne, Landscape Gardener, stated that the subject tree is one of seven native trees in a grove of trees that are important to the grove, described the wildlife habitat, its visibility, and its beauty.

Public Comment: Mr. Jared Braiterman, neighbor of the tree and of Mr. Osborne stated that they have estimated that the tree is 70-foot tall with a 140-foot canopy, 12-foot circumference that is believed to pre-date settlement in the Mission Dolores area. It was stated that the tree from a historical and wildlife perspective is an incredibly unique and valuable tree that provides benefits for local neighbors and to the city and region. There is wide support for the tree including the owner who also agreed to sponsor the landmarking of the tree.

Member Blair objected to emphasizing that the tree is a San Francisco native and indicated that there are 12-inch long cracks in most of the trunks. Member Boss objected to striking the San Francisco native language from the findings. No motion was made to amend the findings. Urban Forestry Specialist Ma advised that the evaluation forms do not mention the cracks, and that she had not seen the cracks when evaluating the tree. Member Blair inquired about the building to the rear of the property that may be torn down and asked if it would affect the tree. Mr. Osborne stated that it is not certain that the building would be torn down and that the issue should be to protect the tree.

Member Sacamano stated that the Department of Public Works strongly supports the landmarking of the tree.

VOTE: Approved

At the conclusion of the discussion, the Council voted to approve the nomination and adopted written findings to support its decision to forward to the Board of Supervisors. Upon Motion by Member Boss and second by Member Sacamano, the Council approved the nomination of the coast live oak without objection. (Absent: Members Cohen, Costello, Miller, and Rodgers)

Chair Milne asked that Urban Forestry Specialist Ma advise the Council when the Board Committee or Board of Supervisors will be hearing this item. Vice-Chair Quirke asked that the Council consider that the landmark tree process be streamlined by hearing from the public and then the Council taking a vote and having Council discussion only if requested.

Urban Forestry Specialist Ma advised that this particular tree does not receive 180-day protection because a Department Head nomination does not receive protection status.

Items 6 and 10 were heard together.

6. **DISCUSSION and ACTION:** Proposed amendments to the Landmark Tree Ordinance 17-06 (Amendment to Public Works Code - Section 801, landmark trees, significant trees, and penalties for violations Ordinance). The Urban Forestry Council will vote on proposing amendments to the Ordinance.

SPONSOR: Chair Terry Milne

SPEAKERS: Chair Terry Milne and Deputy City Attorney Alicia Cabrera

10. **DISCUSSION:** 180-Day Landmark Tree Protection Process as it relates to the Valley Oak Tree at 2830 25th Street.

SPONSOR/PRESENTER: Member Mike Boss

Chair Milne stated that he had asked Deputy City Attorney Cabrera to prepare a Resolution for the Council to consider that would avoid situations such as the valley oak tree being cut down at 2830 25th Street after the 180-day landmark tree protection expired and before the Board of Supervisors had an opportunity to designate the tree for landmark status (Explanatory Document: Draft Resolution (Word)

<http://sfqov.org/site/uploadedfiles/Item6DraftResolutionRulesofOrder.doc.>).

Member Sacamano recommended that the Council consider amendments to the Ordinance at a future meeting and supported this Resolution to amend the Rules of Order, but indicated it was only part of the solution. One recommended amendment would be for Department Directors to also have the automatic 180-day protection. Chair Milne suggested that the Planning Committee prepare a list of recommended amendments to bring back to the Council to consider at a future meeting. Member Sacamano recommended that the Council send a timeline indicating what action has to be taken along with the approval Resolution to the Board. Urban Forestry Specialist Ma indicated that she is preparing an email to the legislative aides explaining the process and confirmed that she would be able to include a timeline with future Resolutions.

Deputy City Attorney Gessner advised that Supervisor McGoldrick's office is in the process of drafting amendments and recommended that the Council initiate a process with his office to make suggestions or proposals. It was stated that this Resolution recommending amending the Rules of Order would be a simple way of alerting the Board to prioritize the designations. Member Blair stated that she is not clear how the Clerk of the Board could automatically calendar an item.

Member Blair recommended that the Council's approval of a landmark tree designation be considered an automatic approval of landmark designation if the Board has not taken action within the 180-day protection period. Deputy City Attorney Gessner stated that she would research the legality of this question and report back at a future meeting. Member Sherk suggested that Deputy City Attorney Gessner provide a report on her findings to the Planning Committee. Member Boss recommended that a Supervisor be able to nominate a tree as a Department Head can in order to streamline the process. Member Sherk recommended that the Planning Committee consider Items 8 and 9 at a future meeting as part of Landmark Tree Ordinance amendments.

Item 6 was moved to the Planning Committee to consider proposed amendments to bring back to the Council for approval at a future meeting.

VOTE: Approved

Upon Motion by Vice-Chair Quirke and second by Member Sustarich, the Resolution urging the Board of Supervisors to amend its Rules of Order to provide that approved landmark tree nominations automatically be calendared for hearing before the appropriate committee of the Board was approved. (AYES: Chair Milne, Members Boss, Griswold, Habert, Nervo,

Quirke, Sherk, Sacamano and Sustarich) (NOE: Member Blair) (Absent: Members Cohen, Costello, Marks, Miller, and Rodgers.)

7. **DISCUSSION and POSSIBLE ACTION:** Tree Protection Plan. The Urban Forestry Council will discuss and possibly vote on an informational letter to the Planning Commission urging them to require a property owner/applicant to submit a Tree Protection Plan with a building application (Explanatory Document: Draft Informational Letter to Planning Commission)
SPONSOR/SPEAKER: Member AnMarie Rodgers

This agenda item was continued to the Call of the Chair.

8. **INFORMATIONAL REPORT:** Review of Landmark Building Incentives and How it May Apply to Landmark Tree Incentives (Continued from the December 8, 2006 Meeting). (Explanatory Documents: Preservation Incentives (PDF)
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2006/Item10PreservationIncentives.pdf>)
SPONSOR and PRESENTER: Member AnMarie Rodgers

Member Sherk recommended that the Planning Committee include landmark tree incentives in their discussion of possible amendments to the Landmark Tree Ordinance.

This agenda item was continued to the Call of the Chair.

9. **INFORMATIONAL REPORT:** Landmark Tree Incentives Report. The Office of the Legislative Analyst produced a report on incentives to encourage nomination and designation of landmark trees. (Continued from the December 8, 2006 Meeting.) (Explanatory Document: Legislative Analyst Report (PDF)
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2006/item9OLAincentivesforlandmarktrees.pdf>
SPONSOR: Member Bonnie Ora Sherk
PRESENTER: Urban Forestry Specialist Grace Ma

Member Sherk recommended that the Planning Committee include landmark tree incentives in their discussion of possible amendments to the Landmark Tree Ordinance.

11. **INFORMATION:** Staff Report, Grace Ma. Urban Forestry Specialist Ma reported on (1) the success of the Pruning Workshop that was held on December 13, 2006 and thanked Member Costello for working on the Standards and on his presentation and Member Nervo for helping to secure the presentation space; (2) three landmark tree nominations that will be heard at the February Landmark Tree Committee and full Council Meetings; (3) work with legislative aides to clarify nomination process; (4) meeting with Chair Milne and Dan Sider, Director of City Greening to discuss long-term funding; and (5) Department of the Environment researching grant proposals and collaborating with the Environmental Justice System to leverage the two project areas' funding in the southeast sector.

12. **COMMITTEE REPORTS:**

Funding Committee. Chair Terry Milne stated that the Funding Committee did not meet in January and indicated that the most recent development was the meeting with the Director of Greening on future funding possibilities. The next Funding Committee meeting will be on March 6, 2007 at 12:00 PM at 11 Grove Street.

Planning & Policy Committee. Chair Paul Sacamano stated that the Planning Committee at their January 18 meeting discussed the prioritized recommendations from the Urban Forest Plan with the intent to pull out specific objectives that could be accomplished in the near term for the Funding or Planning Committees to pursue. A discussion was held on potentially adding to the tree species list and putting it into an educational format. The need for landmark tree legislation amendments was also discussed. The next meeting will be on February 15, 2007 at 4:00 PM at 11 Grove Street.

Landmark Tree Committee. Chair Mike Boss stated that at the January 9 meeting, the Committee had discussed (1) issues with trees that exist at or near two different property lines in regards to legal and property rights, impact on construction projects, and potentially political issues; (2) improvements to the evaluation form; and (3) outreach programs for the nomination process. The next meeting will be on February 13, 2007 at 4:00 PM at City Hall, Room 421.

13. **CHAIR'S ANNOUNCEMENTS:** Terry Milne, Chair, Urban Forestry Council. There were no announcements made at this time.
14. **INFORMATION:** New Business. Member Blair (1) recommended that the Council investigate the history of the few existing large trees in San Francisco and (2) advised that the Director of Greening would be speaking at SPUR on livable cities and other related topics.
15. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.
16. **ADJOURNMENT.** The Urban Forestry Council meeting adjourned at 12:46 p.m.

The next Urban Forestry Council meeting is scheduled for Tuesday, February 27, 2007 at 5:30 p.m., Room 416, City Hall.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Adopted: February 27, 2007

FEB - 8 2007

File No. R-2007-01-UFC

Resolution No. 001-07-UFC

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January 26, 2007

1 [Resolution Endorsing Tree for Landmark Tree Status at 20-28 Rosemont Terrace]

2
3 WHEREAS, Public Works Code, Article 16, Section 810 charges the Urban
4 Forestry Council to examine nominated landmark trees using criteria approved by the
5 Board of Supervisors; and,

6 WHEREAS, the Coast Live Oak (*Quercus agrifolia*) tree at 20-28 Rosemont
7 Terrace fulfills the landmark tree criteria that includes:

8 Size: The tree is notably large for a tree of the species in San Francisco;

9 Age: The tree appeared significantly advanced in age;

10 Character Defining Form: The tree has character-defining form, and is a fine
11 example of the species;

12 Low Tree Density: The tree is in a low tree density area;

13 Important Wildlife Habitat and Interdependent Group of Trees: The tree, as a
14 San Francisco native, provides wildlife habitat as part of an interdependent group of
15 trees;

16 Tree Condition: The tree is in excellent condition;

17 Neighborhood Appreciation: Letters of support have been received;

18 Prominent Landscape Feature: A striking and outstanding feature;

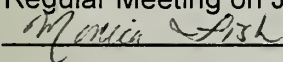
19 Historical Association: Believed to pre-date the 1906 San Francisco Earthquake
20 and Fire.

21 and,

22 WHEREAS, This tree provides social, environmental and economic benefits to
23 the property, neighborhood and city; now, therefore be it

24 RESOLVED, The Urban Forestry Council recommends the Coast Live Oak tree
25 (*Quercus agrifolia*) at 20-28 Rosemont Terrace for landmark status to the Board of
26 Supervisors.

27 I hereby certify that this Resolution was adopted at the Urban Forestry Council's
28 Regular Meeting on January 26, 2007.

29 

30 *Monica Fish, Council Secretary*

31 VOTE: Adopted (11-0) (4 Absent)

32 Ayes: Council Members Milne, Blair, Boss, Griswold, Habert, Marks, Nervo, Quirke, Sacamano
33 Sherk, and Sustarich

34 Noes: None

35 Absent: Council Members Cohen, Costello, Miller and Rodgers



DOCUMENTS DEPT.

FILE NO. R-2007-02-UFC

FEB - 8 2007

RESOLUTION NO. 002-07-UFC
January 26, 2007

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1 [Urging the Board of Supervisors to amend its Rules of Order to provide that approved
2 landmark tree nominations automatically be calendared for hearing before the appropriate
3 committee of the Board.]

4 **Resolution urging the Board of Supervisors to amend its Rules of Order to provide that**
5 **landmark tree nominations introduced by a member of the Board and approved by the**
6 **Urban Forestry Council automatically be calendared for hearing before the appropriate**
7 **committee of the Board.**

8
9 WHEREAS, Article 16 of the San Francisco Public Works Code, Section 810 of the
10 San Francisco Urban Forestry Ordinance ("the Ordinance"), provides for "landmarking" of
11 trees within the City; and

12 WHEREAS, Under the Ordinance, members of the Board of Supervisors, among
13 others, may initiate nominations to landmark a tree; and

14 WHEREAS, When a member of the Board introduces a resolution of intent to initiate a
15 nomination, the subject tree is temporarily designated as a landmark tree and protected from
16 removal for 180 days, unless the Board extends the temporary designation for an additional
17 90 days by resolution; and

18 WHEREAS, After a nomination is made, the Urban Forestry Council has 60 days to
19 hold a public hearing on the nomination and an additional 30 days to forward its determination
20 as to whether the tree qualifies for landmark status; and

21 WHEREAS, If the Council finds that a tree does qualify, it must then send its
22 determination back to the Board for final adoption; and

23 WHEREAS, Because of the time involved in the nomination and evaluation process, a
24 member of the Board sponsoring a landmark resolution may be left with insufficient time to
25 arrange for the resolution to be heard by the appropriate committee of the Board and then the

1 full Board before the temporary designation expires, leaving the subject tree vulnerable to
2 untimely or inappropriate removal; now, therefore, be it

3 RESOLVED, That the Urban Forestry Council urges the Board of Supervisors to
4 amend its Rules of Order to provide that the Clerk of the Board shall automatically calendar
5 for hearing before the appropriate committee of the Board and at the earliest time practicable
6 all landmark tree nominations initiated by a member of the Board and approved by the Urban
7 Forestry Council.

8 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular
9 Meeting on January 26, 2007.

10  _____

11 Monica Fish, Council Secretary

12 VOTE: Adopted (9-1) (5 Absent)

13 Ayes: Council Members Milne, Boss, Griswold, Habert, Nervo, Quirke, Sacamano
14 Sherk, and Sustarich

15 Noes: Member Blair

16 Absent: Council Members Cohen, Costello, Marks, Miller and Rodgers
17
18
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SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda

Tuesday, February 27, 2007 at 5:30 PM
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Terry Milne
Chair

Carolyn Blair
Mike Boss
Jocelyn Cohen
Dr. Larry Costello
Steve Griswold

Milton Marks
Lena Miller
Kelly Quirke (Vice-Chair)
Bonnie Ora Sherk

David Habert
SF Redevelopment Agency

AnMarie Rodgers
SF Planning Department

Susan Nervo
SF Recreation & Park Department

Paul Sacamano
SF Department of Public Works

Mark Sustarich
SF Public Utilities Commission

Grace Ma
Urban Forestry Council Associate

Monica Fish
Urban Forestry Council Secretary

DOCUMENTS DEPT.

FEB 23 2007

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02-23-07 11:05 AM

Public comment will be taken before the Council takes action on any item.

Order of Business

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ACTION:** Adoption of minutes of the January 26, 2007 Urban Forestry Council Regular Meeting. (Explanatory Document: Draft Minutes of the January 26, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=54874.)
- 4. DISCUSSION and ACTION:** The Urban Forestry Council will hear the Landmark Tree Committee recommendations for trees nominated for landmark tree status at the following addresses:

holly (*Ilex altaclarensis*) at 733 27th Avenue (Explanatory Document: Board of Supervisors Resolution of Intent to Nominate (PDF)

http://sfgov.org/site/uploadedfiles/BOSresolution_0012-07.pdf), Nomination Form (Word)

http://sfgov.org/site/uploadedfiles/Nomination_holly_73327thave.doc, Support Documentation (PDF)

http://sfgov.org/site/uploadedfiles/Supportdocs_holly_73327thAve.PDF, Staff Evaluation Form

<http://sfgov.org/site/uploadedfiles/EvaluationhollyGMA.doc>, Petition (PDF)

http://web1.sfgov.org/site/uploadedfiles/holly_petition.PDF, Photos (Word)

http://web1.sfgov.org/site/uploadedfiles/Item4Holly_colorphotos.doc.

California buckeye (*Aesculus californica*) at 730 28th Avenue (Explanatory Document: Board of Supervisors Resolution of Intent to Nominate (PDF)

http://sfgov.org/site/uploadedfiles/BOSresolution_0013-07.pdf), Nomination Form

http://sfgov.org/site/uploadedfiles/Nomination_CABuckeye_73028thAve.doc, Support Documentation (PDF) <http://sfgov.org/site/uploadedfiles/SupportdocsCABuckeye73028thAve.PDF>, Petition (PDF)

http://web1.sfgov.org/site/uploadedfiles/CABuckeye_petition.PDF, Photo

http://web1.sfgov.org/site/uploadedfiles/Item4CABuckeye_colorphotos.doc.

New Zealand Christmas Tree (*Metrosideros excelsus*) in front of 1221 Stanyan Street (Department of the Environment Nomination Form (PDF)

<http://sfgov.org/site/uploadedfiles/SFENomntree1221Stanyan.pdf>) and Photo (PDF)

<http://sfgov.org/site/uploadedfiles/1221StanyanPhoto.pdf>, (Word)

http://web1.sfgov.org/site/uploadedfiles/Item4Holly_colorphotos.doc.

Other Explanatory Documents: Landmark Tree Committee Evaluation Forms (PDF) <http://web1.sfgov.org/site/uploadedfiles/MSustarichEvalForms.pdf>,

http://web1.sfgov.org/site/uploadedfiles/MBossEval730_28thAve.pdf,

http://web1.sfgov.org/site/uploadedfiles/MBossEval733_27thAve.pdf,

<http://web1.sfgov.org/site/uploadedfiles/MBossEval1221Stanyan.pdf>, and Written Summaries (PDF)

[http://web1.sfgov.org/site/uploadedfiles/1221StanyanWrittenSummary\(1\).doc](http://web1.sfgov.org/site/uploadedfiles/1221StanyanWrittenSummary(1).doc),

[http://web1.sfgov.org/site/uploadedfiles/73028thAveWrittenSummary\(1\).doc](http://web1.sfgov.org/site/uploadedfiles/73028thAveWrittenSummary(1).doc),

[http://web1.sfgov.org/site/uploadedfiles/73327thAveWrittenSummary\(1\).doc](http://web1.sfgov.org/site/uploadedfiles/73327thAveWrittenSummary(1).doc).

At the conclusion of the discussion, the Council will vote on whether to approve, reject, or not take action on the nominations and shall adopt written findings to support its decision (if required) to forward to the Board of Supervisors.

5. **DISCUSSION and ACTION:** The Council will consider and vote on a revised evaluation form for trees that have been nominated for landmark status. (Explanatory Document: Evaluation form February 2007 (Word)

<http://web1.sfgov.org/site/uploadedfiles/Item5LTCevaluationform.doc>)

SPONSOR/SPEAKER: Member Mike Boss

6. **DISCUSSION and POSSIBLE ACTION:** Discussion of proposed amendments to the Landmark Tree Ordinance being planned by Supervisor McGoldrick's Office and discussion and possible action on Planning and Policy Committee recommendations. (Explanatory Document: Planning and Policy Committee Recommendations and Landmark Tree Ordinance (PDF) <http://www.sfgov.org/site/uploadedfiles/bdsupvrs/ordinances06/o0017-06.pdf>).
7. **INFORMATION:** Urban Forestry Coordinator Report, Grace Ma. Ms. Ma will provide updates on UFC administrative and programmatic operations relating to funding, planning, research, outreach, and related activities.
8. **COMMITTEE REPORTS:**
- Funding Committee - Chair
The next meeting will be on March 6, 2007 at 12:00 PM at 11 Grove Street.
 - Planning & Policy Committee, Chair, Paul Sacamano
The next meeting will be on March 15, 2007 at 4:00 PM at 11 Grove Street.
9. **CHAIR'S ANNOUNCEMENTS:** Terry Milne, Chair, Urban Forestry Council.
10. **INFORMATION:** New Business
11. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
12. **ADJOURNMENT**

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability accessibility hotline at (415) 554-6060.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sottf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage: www.sfenvironment.com/; or, upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Urban Forestry Council

San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Posted: February 22, 2007



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE February 27, 2007

ITEM NO. 4

URBAN FORESTRY COUNCIL

AGENDA PACKET CONTENTS LIST*

☒ Board of Supervisors Intent to Nominate Resolutions and Nomination Forms for 733 - 27th and 730 - 28th Avenue Trees

☒ Department of the Environment Director Nomination for 1221 Standyan Street

☒ Tree Photos, Public Petitions and Support

☒ Landmark Tree Committee Evaluation Forms and Written Summaries

☒ Staff Evaluation Forms

☐☐☐☐☐☐☐☐☐

***This list reflects the explanatory documents provided.**

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org



Holly 733 – 27th Avenue

Report of Findings for the Holly Tree at 733 27th Ave

The Landmark Tree Committee of the Urban Forestry Council met on February 13 and considered the nomination for Landmark Status of the Wilson's Holly, *Ilex altarcclarensis* 'Wilsonii' at 733 27th Ave.

The committee voted against recommending landmark status. The vote was 4-1. The only public testimony came from the property owner, who spoke neither for nor against landmark status, only that she while she appreciated the tree and wanted to protect it, was concerned about the additional imposed costs she would incur in her construction project should the tree be given landmark status. The tree was seen by only 2 of the 5 members of the committee, who both completed evaluation forma. The tree was also seen by the Urban Forestry Council Associate, who also completed and evaluation form. The tree was seen by an arborist, who submitted a report.

The majority, voting against recommendation for landmark status, found that the tree did not meet enough significant standards to warrant Landmark Status.

- The tree is common in San Francisco
- The tree was not significantly large and did not appear to be particularly old, with maximum DBH less than 10".
- The tree, with three main trunks, did not have character defining form.
- The tree had some health issues (significant scale infestation) and was not well taken care of (sucker sprouts from trunk, ivy growing up the bark, and a crowded canopy)
- There was no public testimony in support of the tree and the property owner was not in favor of landmark status. Though it was reported that there is a petition with 60 signatures in support of the tree, no such petition was presented.

The committee felt that there was nothing remarkable about this tree to warrant Landmark status. While the tree did have some size, provided wildlife habitat, had beautiful visual impact, provided shade and blocked wind, the committee felt that none of these alone or combined were particularly significant. In fact, there is concern that the shade of this Holly negatively impacts the health of the neighboring California Buckeye at 730 28th Ave, for which the committee voted to recommend landmark status. In addition, one committee member recommend pruning the Holly away from the Buckeye.

Respectfully submitted,

Mike Boss

Chair, Landmark Tree Committee of the Urban Forestry Council

URBAN FORESTRY COUNCIL CRITERIA FOR LANDMARK TREE EVALUATION

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mike Boss

Scientific name: Ilex sp. Common name: Holly

Street address: 733 27th Ave.

Cross streets: _____

Block: _____ Lot(s): _____

Rare: ____ Yes ☒ No ____ Other:

Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: Holly is a common garden tree in SF

Size: ____ Large ☒ Not large

Notable size compared to other trees of the same species.

Comment: not medium size

Age: ____ Significantly advanced ☒ Not significantly advanced

Significantly advanced age (known or estimated)

Comment: not old - est 20 yrs.

Historical Association: ____ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Ethnic appreciation: ____ Yes ☒ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: _____

Neighborhood appreciation: ____ Yes ☒ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc.

Describe nature of appreciation. Attach documentation: _____

Planting defines neighborhood character: ____ Yes ☒ No

Contributes to neighborhood aesthetic.

Describe contribution: Adds somewhat to restorative appeal
to ~~front~~ backyards.

Profiled in a publication or other media: ____ Yes ☒ None apparent

Tree has received print, internet, video media coverage.

Describe coverage. Attach documentation if appropriate. Be specific.

High traffic area: ____ Yes ☒ No

High visibility, possible traffic calming effect.

Describe: _____

Low tree density: ____ Yes ☒ No moderate

Tree exists in a neighborhood with very few trees.

Describe: Neighborhood has ~~many~~ other trees.

Extends between multiple properties: ☒ Yes ____ No

High visibility, multiple neighbors share tree.

Describe: Few branches towards rear prop

Accessible from public right-of-way. ____ Yes ☒ No

High visibility.

Describe: _____

Important wildlife habitat: ☐ Yes ☒ No

Wildlife shelter and/or food (observed or potential)

Describe. Be as specific as possible.

Interdependent group of trees: ☐ Yes ☐ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: _____

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion

Describe: _____

Wind or sound barrier: ☒ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise

Describe: May block some westerly wind

Prominent landscape feature: ☐ Yes ☒ No

A striking and outstanding natural feature

Describe, attach photo if possible: _____

Character-defining form: ☐ Yes ☒ No

Tree is an example of good form for its particular species.

Describe: _____

Tree condition: ☐ Good ☒ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: collar sprouts, ivy growing up trunk
scale infestation.

There is nothing remarkable about this tree.

1 [Landmark Designation nomination for tree located at 733 27th Avenue.]
2

3 **Resolution of intent initiating the nomination of the Holly Tree (Ilex Aquifolium) located**
4 **at 733 27th Avenue (Assessor's Block 1617, Lot 003) for landmark tree status pursuant**
5 **to Public Works Code Section 810(b), acknowledging the temporary designation of**
6 **such tree pursuant to Public Works Section 810(d), and authorizing other official acts**
7 **in furtherance of the Resolution.**
8

9 WHEREAS, Trees provide numerous environmental, social and economic benefits
10 such as reducing stormwater runoff, reducing energy use, reducing air pollution, improving air
11 quality, increasing property values and providing wildlife habitat; and,

12 WHEREAS, Trees provide beauty, natural character, and a connection with nature in
13 the midst of an urban setting; and,

14 WHEREAS, Landmark trees have a special significance to the community; and,

15 WHEREAS, Landmark trees have an especially prominent and beautiful visual impact;
16 and,

17 WHEREAS, The Board of Supervisors passed Ordinance Number 17-06, an
18 amendment to Public Works Code – Sections 810, landmark trees, significant trees, and
19 penalties for violations in support of a landmark tree program a copy of said Ordinance is on
20 file with the Clerk of the Board of Supervisors in file number 051458 which is incorporated
21 herein by reference; and,

22 WHEREAS, The City's Urban Forestry Council developed landmark tree designation
23 criteria, forms, and procedure and the Board of Supervisors, in Resolution Enacted Number
24 440-06, adopted said criteria. A copy of such Resolution is on file with the Clerk of the Board
25 of Supervisors file Number 060487 which is incorporated herein by reference; and,

1 WHEREAS, The Holly tree at 733 27th Avenue, picture of which is on file with the
2 Clerk of the Board of Supervisors in file number ⁰⁶¹⁵³⁰ and is incorporated herein as
3 reference, is large, provides for important wildlife habitat, has an especially prominent and
4 beautiful visual impact, and shades and blocks the wind on surrounding properties; now,
5 therefore be it

6 RESOLVED, This Board, pursuant to Public Works Code Section 810(b), hereby
7 adopts this Resolution of intent to initiate landmark tree designation for the Holly tree located
8 at 733 27th Avenue (Assessor's Block 1617, Lot 003) and acknowledges the temporary
9 designation of such tree for landmark tree status pursuant to Public Works Code Section
10 810(d); and, be it

11 FURTHER RESOLVED, The Board directs the Clerk to forward this Resolution and
12 accompanying documents contained in the file to the Urban Forestry Council to begin the
13 landmark tree designation process for the subject tree; and, be it

14 FURTHER RESOLVED, The Board urges the Director of Public Works to immediately
15 notify the affected property owner of the pending nomination and inform said owner of the
16 special permit and approval requirements for removal of landmark trees under Public Works
17 Code Section 810(f) if such notification has not yet occurred.



City and County of San Francisco

Tails Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 061530

Date Passed:

Resolution of intent initiating the nomination of the Holly Tree (*Ilex Aquifolium*) located at 733 27th Avenue (Assessor's Block 1617, Lot 003) for landmark tree status pursuant to Public Works Code Section 810(b), acknowledging the temporary designation of such tree pursuant to Public Works Section 810(d), and authorizing other official acts in furtherance of the Resolution.

January 9, 2007 Board of Supervisors — ADOPTED


Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Jew, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 061530

I hereby certify that the foregoing Resolution was ADOPTED on January 9, 2007 by the Board of Supervisors of the City and County of San Francisco.

1/18/07

Date Approved


Gloria L. Young
Clerk of the Board


Mayor Gavin Newsom

Landmark Tree Nomination Form

Who can nominate a landmark tree?

- A property owner may nominate a tree on his or her property.
- A City department or agency may nominate a tree on their property. City departments and agencies should conduct an internal approval process before nominating a tree.
- The Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board and the head of a City department or agency may nominate a tree.
- A member of the public may approach a property owner, Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board or the head of a City department or agency about nominating a tree.

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

Property owner:

Name
Mason and Laurie Quach
Address
733 27th Avenue
Address
San Francisco, CA 94121
Phone (day)
Fax #
Email

Authorized nominator (if not owner):

Name
Supervisor Jake McGoldrick
Address
1 Dr. Carlton B. Goodlett Place
Address
Phone (day)
415-554-7410
Fax #
415-554-7415
Email
Jake.McGoldrick@sfgov.org

Property owner consent ☐ Yes ☒ No

I am the property owner or designee of the property owner and I grant permission for city staff to evaluate a tree on the property with advance notice.

Signature

Date

TREE DESCRIPTION

Street address: 733 27th Avenue, San Francisco, CA 94121; Assessor's Block 1617, Lot 3

Location of Tree: ☐ Front yard ☒ Rear yard ☐ Side yard ☐ Corner-side yard
☐ Public right-of-way ☐ Public lands ☐ Not sure

☒ Other: Can also be seen from the street – 27th Avenue between the easement located between 733 27th Avenue and 729 27th Avenue

No of trees: 1 very large holly tree

GPS units (OPTIONAL): _____

Tree name (species and common name): Holly

Height _____ 25 _____ feet

Average canopy width¹ 40 feet approx.

Circumference at chest level² 3 – 31 inch trunks approx.

Circumference at ground level³ 3 trunks spreading out at 10 inches each to equal 30 inches approx.

1 Distance from one edge to opposite edge of tree canopy

2 Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

3 Distance around trunk on the ground where the trunk meets the soil.

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. Please check the applicable criteria boxes and provide additional information about each component. If you need more space to describe the tree, please attach additional sheets.

Species

☐ Rare

Size or Age

☒ Greater than typical mature size or age – approx. 40 years

Cultural/Historical Value

☐ Significant historical or cultural association with person, place, event

☐ Significant ethnic appreciation

☒ Neighborhood appreciation of tree

☒ Part of planting that defines neighborhood character

☐ Profiled in a publication or other media

Key Location

☐ High traffic area

☐ Low tree density area

☒ Extends between several properties

☒ Visually accessible from public right-of-way

Ecology

☒ Important wildlife habitat

☐ Part of interdependent group of trees

☒ Erosion control

☒ Wind or sound barrier

Visual characteristic

☒ Prominent landscape feature

☐ Character defining form

Tree Condition

☒ No apparent problems ☐ Minor problems ☐ Major problems ☐ Extreme problems

☐ Root issues

☐ Mushrooms (trunk or base of tree)

☐ Trunk wounds or cracks

☐ Trunk cavities

☐ Broken or dead branches

☐ Crowded or crossing branches

☐ Pest or disease problem

☐ Previous construction that may have damaged tree

Describe how/why the tree has historical importance due to an association with a building, structure, site, street, person or event.

There has been no historical assessment of the tree or property.

Describe how/why the tree has cultural, social and/or historical importance.

There has been no historical assessment of the tree or property.

Describe how/why the tree is a defining or meaningful feature of a neighborhood.

This tree is magnificent and is admired by at least 17-20 neighbors from their backyards. Losing this tree would be a significant loss to the neighborhood and a significant loss of privacy to many neighbors, especially the owners of 730 28th Avenue, 728 28th Avenue, and 729 27th Avenue, to name a few. It is also a beautiful tree that can be seen from 27th Avenue when you are walking down the street and brings the "greening" effect to our block which is the now desired effect that the City is looking for.

Describe how/why the tree has ecological value like wildlife habitat and erosion control.

The tree is a habit for many species of birds, including humming, sparrows, ravens, red tail hawks, blue jays, owls and robins (in the spring). There are also many song birds which inhabit the tree.

Describe any tree health or structure issues.

The tree seems to be in excellent condition.

If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (see below). In addition, it is acceptable if you are unable to provide some of the information requested on this form.

A photograph of the tree must be submitted with this form.

Please attach **optional** supporting documents such as letters, arborist report, etc.

Send to: Urban Forestry Council, c/o Alexis Harte, 11 Grove Street, San Francisco, CA 94102
OR SFUrbanForestCouncil@sfgov.org

FOR STAFF USE ONLY

Application received date _____

Tree evaluation form _____

Board of Supervisors Decision _____

Received by _____

UFC recommendation date _____

Landmark Tree #

Title recorded date

Roy C. Leggitt, III

Consulting Arborist

3109 Sacramento Street
San Francisco, CA 94115

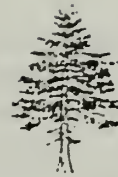
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such as found here commands respect for the wisdom and experience of the gardeners of yesteryear who planted holly trees.

Additional Holly Trees

Additional holly trees were found as well, one being two lots toward the north and another 4 lots toward the south. These additional holly trees are also very healthy and of approximately the same size and maturity. The holly tree that is of concern is a male plant that does not produce red berries, and both of the other holly trees found are female plants that have red berries on them. These additional holly trees depend on this male holly tree as the pollen source to be able to produce berries.

Additional Threatened Tree

An additional mature, rare and a native tree was discovered during my site inspection from the neighbor behind the threatened holly tree. This significant tree is a California buckeye (*Aesculus californica*), and is an important source of habitat for native mammal, insect and bird species. Native trees such as this are, in my experience, subject to protection under the California Environmental Quality Act (CEQA).

The property where this tree is located was reported as being the first house built in the area. It is likely that the tree pre-dates this earliest house and could be more than 100 years old.

The California buckeye is located within about 2 feet of the rear fence line and overhangs the property with the threatened holly tree. The branches that are over the fence have recently been cut back in an unprofessional and arbitrary manner.

Protection Requirements

All types of construction can cause harm to these trees, including construction of a building and landscape construction. Building construction will cause impacts to roots well beyond the building envelope or footprint. Roots commonly extend 2 to 5 times the radius of the limb structure, and are certainly present throughout the rear yard of 733 27th Avenue.

To protect the holly tree and the California buckeye from irreparable harm, a Project Arborist must provide specifications for tree protection and tree preservation. Protection must prevent construction activities from causing harm to limbs, trunks and roots. Preservation must provide for the ongoing care that is necessary to sustain these trees during construction activity.

Fence and retaining wall replacement along the side and rear of the neighboring property to the south will certainly impact the health of both adjacent trees, the threatened holly tree and the California buckeye, unless this work is completed with sensitivity to the trees and in a manner that protects the roots from impacts.

Roy C. Leggitt, III

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San Francisco, CA 94115

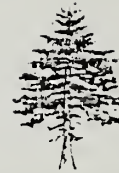
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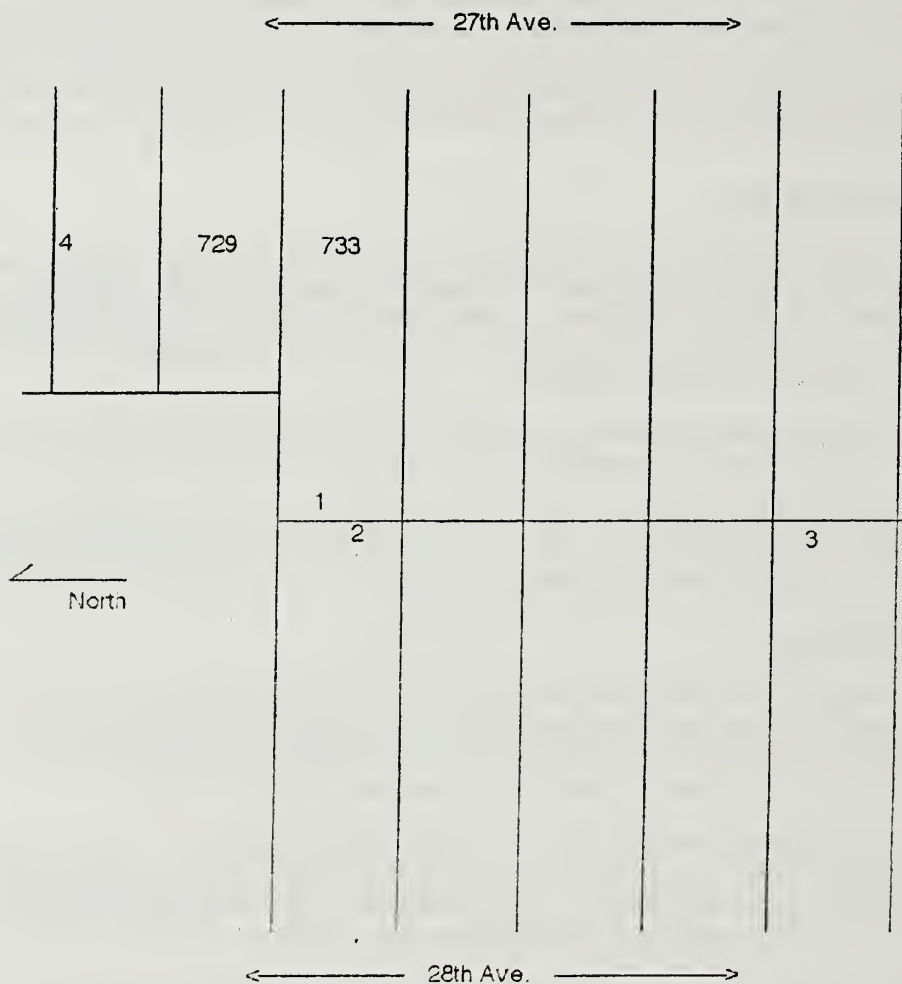
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Supporting Information

Site Sketch



SKETCH - NOT TO SCALE

Roy C. Leggitt, III

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Assumptions and Limiting Conditions

1. Any legal description provided to the consultant is assumed to be correct. Title and ownership of all property considered are assumed to be good and marketable. No responsibility is assumed for matters legal in character. Any and all property is appraised or evaluated as though free and clear, under responsible ownership and competent management.
2. It is assumed that any property is not in violation of any applicable codes, ordinances, statutes or other governmental regulations.
3. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible. The consultant can neither guarantee nor be responsible for the accuracy of information provided by others.
4. Various diagrams, sketches and photographs in this report are intended as visual aids and are not to scale, unless specifically stated as such on the drawing. These communication tools in no way substitute for nor should be construed as surveys, architectural or engineering drawings.
5. Loss or alteration of any part of this report invalidates the entire report.
6. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior written or verbal consent of the consultant.
7. This report is confidential and to be distributed only to the individual or entity to whom it is addressed. Any or all of the contents of this report may be conveyed to another party only with the express prior written or verbal consent of the consultant. Such limitations apply to the original report, a copy, facsimile, scanned image or digital version thereof.
8. This report represents the opinion of the consultant. In no way is the consultant's fee contingent upon a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
9. The consultant shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule, an agreement or a contract.
10. Information contained in this report reflects observations made only to those items described and only reflects the condition of those items at the time of the site visit. Furthermore, the inspection is limited to visual examination of items and elements at the site, unless expressly stated otherwise. There is no expressed or implied warranty or guarantee that problems or deficiencies of the plants or property inspected may not arise in the future.

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San Francisco, CA 94115

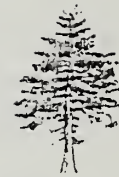
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Certification of Performance

I, Roy C. Leggitt, III, Certify:

- That I have personally inspected the trees and/ or property evaluated in this report. I have stated my findings accurately, insofar as the limitations of my Assignment and within the extent and context identified by this report;
- That I have no current or prospective interest in the vegetation or any real estate that is the subject of this report, and have no personal interest or bias with respect to the parties involved;
- That the analysis, opinions and conclusions stated herein are my own and are based on current scientific procedures and facts and according to commonly accepted arboricultural practices;
- That no significant professional assistance was provided, except as indicated by the inclusion of another professional report within this report;
- That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party.

I am a member in good standing of the American Society of Consulting Arborists and a member and Certified Arborist with the International Society of Arboriculture.

I have attained professional training in all areas of knowledge asserted through this report by completion of a Bachelor of Science degree in a closely related field, by routinely attending pertinent professional conferences and by reading current research from professional journals, books and other media.

I have rendered professional services in a full time capacity in the field of horticulture and arboriculture for more than 18 years.

Signed: _____

Roy C. Leggitt, III

Date: December 12, 2006

PETITION: LANDMARK TREE DESIGNATION NOMINATION

We, the undersigned, are in support of the Landmark Designation nomination for the large holly tree located at 733 27th Avenue. We believe this handsome tree with its striking dark green leaves creates a stunning visual impact and symbolizes an essential connection with nature, vital in an urban setting such as San Francisco.

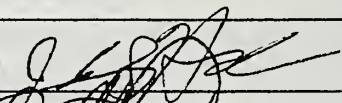
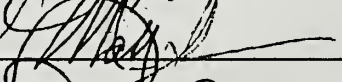
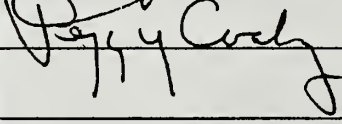
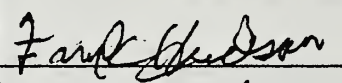
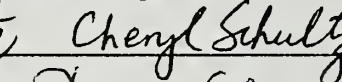
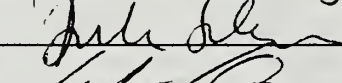
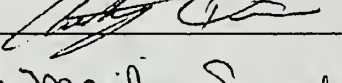
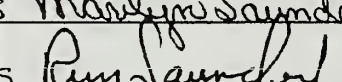
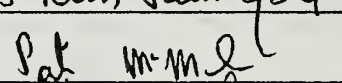
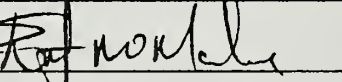

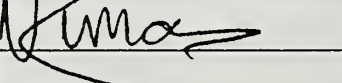

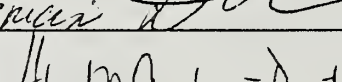
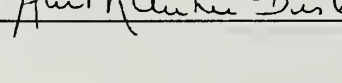
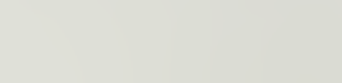
In addition, this healthy tree provides many environmental benefits such as an important wind and sound barrier and a privacy screen to many homes. More importantly, this tree holds special significance to our community as it provides a habitat for the many colorful and delightful birds in the vicinity, including, song birds, mourning doves, goldfinches, sparrows, mockingbirds, hummingbirds, red tail hawks, owls, blue jays and robins.

Name	Signature	Address	Phone
Eleanor Robison	<i>Eleanor Robison</i>	749-27th Ave SF CA 94121	415-380-5859
MIMI HERNANDEZ	<i>M. Hernandez</i>	2625 Balboa St.	415-850-4987
LIZA BROWN	<i>Liza O'Brien</i>	2620 BALBOA	415 668-0981
Alex Sandler	<i>Alex Sandler</i>	786 27th Ave	415 386 3225
Sabine Reynaud	<i>Sabine Reynaud</i>	727 28th Ave	415 513-5094
John Pedley	<i>John Pedley</i>	706 28th Ave.	
Valerie Louie	<i>Valerie Louie</i>	730 28th Ave SF	415 221 9231
Bobby Zalka	<i>Bobby Zalka</i>	2726 Balboa St	415 878-2726
Shirley Kanker	<i>Shirley A. Kanker</i>	735-28th Ave	415 751-8887
ELLIOTT KANKER	<i>Elliott Kanker</i>	735-28th Ave	415-751-8887
Claire Lee	<i>Claire Lee</i>	759 28th Ave SF	415 476 5579
D. Wong	<i>D. Wong</i>	770 28th Ave SF	415 752-6667
B. Lee	<i>B. Lee</i>	780 28th Ave SF	415 752-8715
R SHINAHIC	<i>R. Shinahic</i>	794 28th Ave SF	415 752-8004
Anthony Torres	<i>Anthony Torres</i>	716 28th Ave	710-0908
Darlene Uyeda	<i>Darlene T. Uyeda</i>	714-28th Ave	386-8961
Marie Domingue	<i>Marie Domingue</i>	2600 Cabrillo St	

PETITION: LANDMARK TREE DESIGNATION NOMINATION

We, the undersigned, are in support of the Landmark Designation nomination for the large Holly tree located at 733 27th Avenue. We believe this handsome tree with its striking dark green leaves creates a stunning visual impact and symbolizes an essential connection with nature, vital in an urban setting such as San Francisco.

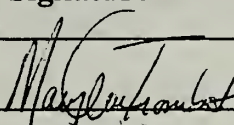
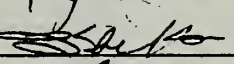
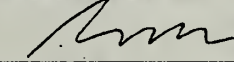
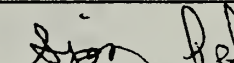
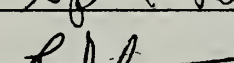
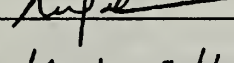
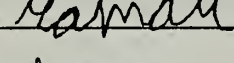
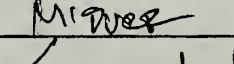
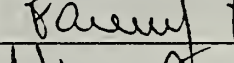
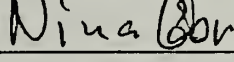

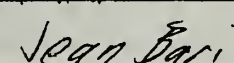
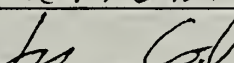
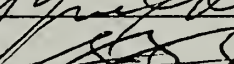
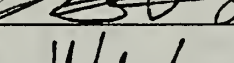
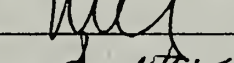
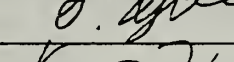
In addition, this healthy tree provides many environmental benefits such as an important wind and sound barrier and a privacy screen to many homes. More importantly, this tree holds special significance to our community as it provides a habitat for the many colorful and delightful birds in the vicinity, including, song birds, mourning doves, goldfinches, sparrows, mockingbirds, hummingbirds, red tail hawks, owls, blue jays and robins.

Name	Signature	Address	Phone
JOHN HANRAHAN		811 27 TH AVE, SF	925-825-1794
Max Ciner		311 27 TH AVE, SF, CA 94121	(503) 913-5916
Peggy Cooley F. Hudson		725 27 th Ave.	(415) 831-23
		725 27 th AVE	(415) 831-23
Cheryl Schultz		729 27 th Ave	415-831-4229
Doug Schultz		729 27 th Avenue	(415) 831-422
ANTHONY QUINONES		2631 BARBOA ST	415-876-6055
MARIKYN SAUNDERS		728 27 th Ave.	415-386-4905
A. RUSSELL SAUNDERS		726-27 th AVE	415-751-3881
PATRICIA McMAHON		630 27 th Ave	415 668 0240
Emmet McMahon		630 27 th Ave	415 668 0240
Penelope Lebeck		745 27 th AVE, SF	415 741 591
Kris Kumar		703 27 th AVE	510-334-7
CHRIS KARCAD		703 27 th AVE	415-635
DOREENA TSIKERACIS		720 28 th Ave SF	415/7576678
Helen Archer-Dusti		775. 28 th Ave. SF	415-387-8408

PETITION: LANDMARK TREE DESIGNATION NOMINATION

We, the undersigned, are in support of the Landmark Designation nomination for the large Holly tree located at 733 27th Avenue. We believe this handsome tree with its striking dark green leaves creates a stunning visual impact and symbolizes an essential connection with nature, vital in an urban setting such as San Francisco.

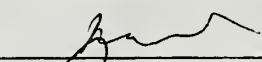
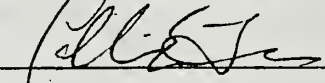
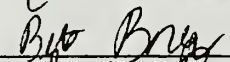
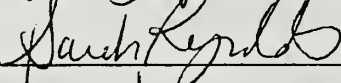
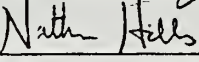
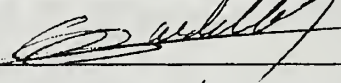
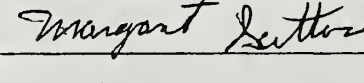
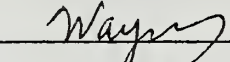
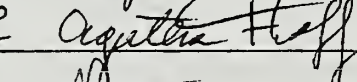

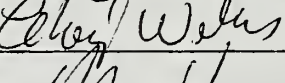
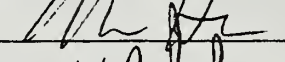
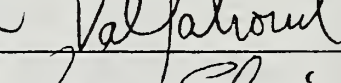
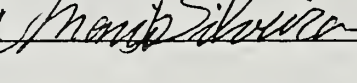
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Name	Signature	Address	Phone
Mary Ann Tambadore		718 27th Ave, # 9421	415-752-5543
Peery Shelton		2631 Balboa	415-876-6055
Albert Icin		714 28th	510-555-6255
Sion Pelletier		718 26th Ave	(415) 531-6943
Lisa Johnson		718 28th Ave	415-781-2811
Rafael Omar		814 28th ave	415-752-1157
Ulster		792 27th	847-9613
Fanny Kueger		790 27th Ave	752-0192
Nina Gorigin		763-27 Ave	751-2169
M. Chaudhary		771-27th Ave	752-4765
Jean Barish		711-27th Ave	752-0185
Lynne Gillan		773-28th Ave	752-7512
Steve Gillan		773-28th Ave	752-7512
Matt Spalding		751 28th Ave	404-6412
Coen Nguyen		740 28th Ave	(415) 850-5247
Ken Uyeda		719 28th Ave	(415) 386-5961
Ben Lobenstein		2625 Balboa	415 850 4657

PETITION: LANDMARK TREE DESIGNATION NOMINATION

We, the undersigned, are in support of the Landmark Designation nomination for the large holly tree located at 733 27th Avenue. We believe this handsome tree with its striking dark green leaves creates a stunning visual impact and symbolizes an essential connection with nature, vital in an urban setting such as San Francisco.

In addition, this healthy tree provides many environmental benefits such as an important wind and sound barrier and a privacy screen to many homes. More importantly, this tree holds special significance to our community as it provides a habitat for the many colorful and delightful birds in the vicinity, including, song birds, mourning doves, goldfinches, sparrows, mockingbirds, hummingbirds, red tail hawks, owls, blue jays and robins.

Name	Signature	Address	Phone
Ben Chen		822 27 th Ave	
Collin Tam		822-27 th AVE	221-4158
Bern Borgner		835 37 th Ave	(530) 909-0405
Sam Reynolds		835 37 th Ave	(530) 9081328
Nathan Hills		835 27 Ave	(714) 402-1434
Philipp Brull		862 27 Ave.	(415) 422-0443
Margaret Lutter		872 - 27 th Ave	415 2214488
Wayne Z		880 27 th AVE	415 751-1348
Agatha Hoff		882 - 27 th Ave	415-668-5888
Adam Bornmann		819 27 th Ave	415-816-4647
Cheryl Wilkes		867 27 th Ave	415-287-6028
Kirk Han		861 27 th Ave	668-1462
VAL SARACH		854-27 Ave	221-2443
MARIO SILVEIRA		754-27-AVE	668-3556

Landmark Tree Evaluation Form

Evaluated by Grace Ma

Scientific name: Ilex altaclarensis Common name: holly

Street address: 733 27th Avenue

Cross streets: Balboa

Block: 1617 Lot(s): 003

GPS units (optional): _____

☒ Private ☐ Public Agency name _____

Property owner consent to evaluate ☒ Yes ☐ No

DBH (in): 25 combined DBH of three stems (7.3, 8, 9.8)

Height (ft): 21 estimate

Average canopy spread (ft): 18

Trunk diameter at ground level (in) _____ not measured due to watersprouts and leaves

Number of trees 1

Tree Condition (adapted from CTLA *Guide to Plant Appraisal*)

☐ No apparent problems ☒ Minor problems ☐ Major problems ☐ Extreme problems

Root issues

- ☐ Root anchorage: no apparent problems
- ☐ Collar/flare soundness: no apparent problems
- ☐ Mechanical injury: none visible
- ☐ Girdling/kinked roots: none visible
- ☐ Compaction/waterlogged roots: no
- ☐ Mushrooms (may have to ask owner): none visible

Trunk issues

- ☒ Sound bark and wood
- ☐ Cavities: none visible
- ☐ Mechanical or fire injury: none visible
- ☐ Cracks: none visible
- ☐ Swollen or sunken areas: none visible
- ☐ Conks: none visible

Scaffold branches

- ☒ Strong attachments
- ☒ Smaller diameter than trunk where attached
- ☐ Vertical branch distribution: radial, close together
- ☐ Free of included bark
- ☒ Free of decay and cavities
- ☐ Well pruned: some elevation of lower branches
- ☒ Well-proportioned/proper taper
- ☐ Wound closure: appears okay
- ☐ Deadwood or fire injury: none visible

Small branches and twigs

- ☒ Vigor of current shoots (compare previous growth)
- ☒ Well distributed throughout canopy
- ☐ Appearance of buds (color, shape, size for species)
- ☐ Presence of weak or dead twigs: none visible
- Foliage and/or Buds
 - ☐ Coloration of foliage: dark green
 - ☐ Nutrient status
 - ☐ Herbicide, chemical or pollution injury: none visible
 - ☐ Wilted or dead leaves: none
 - ☐ Dry buds
- ☐ Presence of insects or disease (any part of tree)

Comments on health or structure: Ivy is growing up trunk into upper branches. One trunk has some included bark at branch union and two scaffold branches growing close together. Soil around base of tree is dry.

Species

- ☐ Rare

Size or Age

- ☐ Greater than typical mature size or age

Cultural/Historical Value

- ☐ Significant historical or cultural association
- ☐ Significant ethnic appreciation
- ☒ Neighborhood appreciation of tree: adjacent neighbors and property owner like the tree
- ☐ Part of planting that defines neighborhood character
- ☐ Profiled in a publication or other media

Key Location

- ☐ High traffic area
- ☒ Low tree density area
- ☐ Extends between several properties
- ☐ Visually accessible from public right-of-way

Ecology

- ☒ Important wildlife habitat: observed scrub jays and kinglet
- ☐ Part of interdependent group of trees
- ☐ Erosion control
- ☐ Wind or sound barrier

Visual characteristic

- ☐ Prominent landscape feature
- ☐ Character defining form

Additional comments

The holly tree's canopy is adjacent to a neighboring California buckeye tree's canopy.

Possible considerations for tree care

Cut and remove ivy on and around the tree.

Urban Forestry Council Criteria for Landmark Tree Evaluation

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the Urban Forestry Council has developed these criteria for evaluating potential landmark trees in San Francisco.

When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would.

Rare: Unusual species in San Francisco. Also consider rarity in California, North America, world.

Size: Notable size compared to other trees of the same species.

Age: Significantly advanced age (known or estimated).

Historical association: Related to a historic or cultural building, site, street, person, event, etc.

Ethnic appreciation: Particular value to certain ethnic groups in neighborhood or city.

Neighborhood appreciation: Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc.

Planting defines neighborhood character: Contributes to neighborhood aesthetic.

Profiled in a publication or other media: Tree has received print, internet, video media coverage.

High traffic area: High visibility, possible traffic calming effect.

Low tree density: Tree exists in a neighborhood with very few trees.

Extends between multiple properties: High visibility, multiple neighbors share tree.

Accessible from public right-of-way: High visibility.

Important wildlife habitat: Wildlife shelter and/or food (observed or potential).

Interdependent group of trees: This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Erosion control: Tree prevents soil erosion.

Wind or sound barrier: Tree reduces wind speed or mitigates undesirable noise

Prominent landscape feature: A striking and outstanding natural feature.

Character defining form: Tree is an example of good form for its particular species.

Tree condition: Consider overall tree health and structure, and whether or not tree poses a hazard.

Landmark Tree Evaluation Form

Evaluated by: Mark Sustarich
Scientific name: Ilex aquifolium or altacolarensis
Common name: English holly
Street address: 733 27th Ave.
Cross streets: Balboa
Block: _____ Lot(s): _____
GPS units (optional): _____

☒ Private ☐ Public Agency name _____

Property owner consent to evaluate ☒ Yes ☐ No

DBH (in): 7", 7", 7.5"
Height (ft): 25'
Average canopy spread (ft): 18'
Trunk diameter at ground level (in): 2.0"
Number of trees 1

Tree Condition (adapted from CTLA *Guide to Plant Appraisal*)

☐ No apparent problems ☒ Minor problems ☐ Major problems ☐ Extreme problems

Root issues

- ☐ Root anchorage
- ☐ Collar/flare soundness
- ☐ Mechanical injury
- ☐ Girdling/kinked roots
- ☐ Compaction/waterlogged roots
- ☐ Mushrooms (may have to ask owner)

Trunk issues

- ☐ Sound bark and wood
- ☐ Cavities
- ☐ Mechanical or fire injury
- ☐ Cracks
- ☐ Swollen or sunken areas
- ☐ Conks

Scaffold branches

- ☒ Strong attachments
- ☒ Smaller diameter than trunk where attached
- ☐ Vertical branch distribution - crowded
- ☐ Free of included bark
- ☒ Free of decay and cavities
- ☒ Well pruned No
- ☐ Well-proportioned/proper taper
- ☐ Wound closure

- ☐ Deadwood or fire injury
- Small branches and twigs
- ☒ Vigor of current shoots (compare previous growth) *healthy*
- ☐ Well distributed throughout canopy
- ☐ Appearance of buds (color, shape, size for species)
- Small Branches and Twigs (continued)
- ☒ Presence of weak or dead twigs *Some*
- Foliage and/or Buds
- ☐ Coloration of foliage
- ☐ Nutrient status
- ☐ Herbicide, chemical or pollution injury
- ☐ Wilted or dead leaves
- ☐ Dry buds
- ☐ Presence of insects or disease (any part of tree) - *some scale*

Comments on health or structure: *Ivy growing up trunk*
sucker growth at base

Species

- ☐ Rare

Size or Age

- ☐ Greater than typical mature size or age

Cultural/Historical Value

- ☐ Significant historical or cultural association
- ☐ Significant ethnic appreciation
- ☐ Neighborhood appreciation of tree
- ☐ Part of planting that defines neighborhood character
- ☐ Profiled in a publication or other media

Key Location

- ☐ High traffic area
- ☒ Low tree density area
- ☐ Extends between several properties
- ☐ Visually accessible from public right-of-way

Ecology

- ☐ Important wildlife habitat
- ☐ Part of interdependent group of trees
- ☐ Erosion control
- ☐ Wind or sound barrier

Visual characteristic

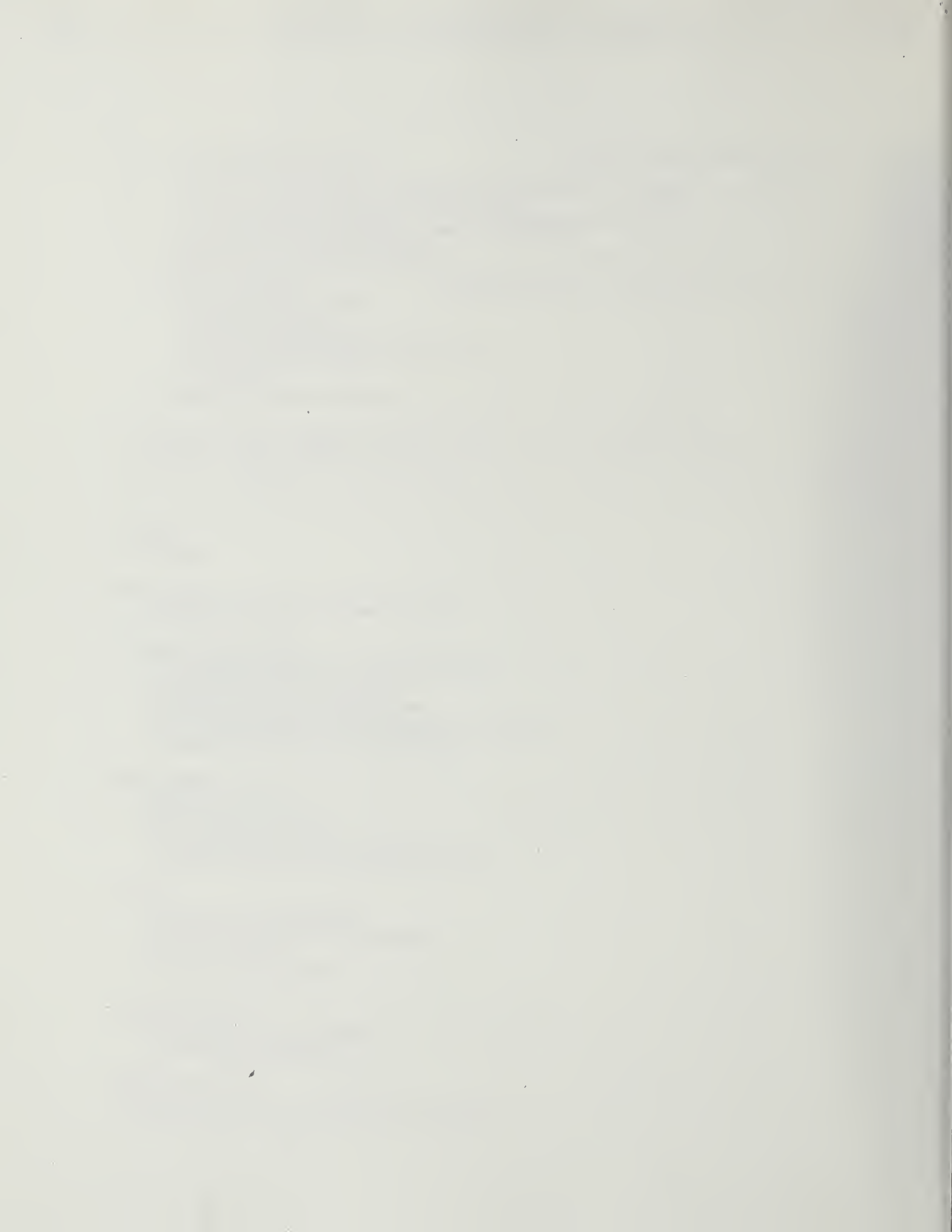
- ☐ Prominent landscape feature
- ☐ Character defining form

Additional comments

Shading adjacent buckeye

Possible considerations for tree care

Remove ivy
Remove sucker growth
Thin out crown
Head back from buckeye



California Buckeye – 730 - 28th Avenue

Report of Findings for the California Buckeye at 730 28th Ave

The Landmark Tree Committee of the Urban Forestry Council met on February 13 and considered the nomination for Landmark Status of the California Buckeye, *Aesculus californica*, at 730 28th Ave

The committee voted to recommend landmark status. The vote was 4-1. The only public testimony came from a neighbor who spoke neither for nor against landmark status, only that she appreciated the tree. The tree was seen by only 2 of the 5 members of the committee, who both completed evaluation forma. The tree was also seen by the Urban Forestry Council Associate, who also completed and evaluation form.

The majority, voting for recommendation for landmark status, found that the tree met standards that would merit Landmark Tree Status. These standards included:

- The tree is uncommon, possibly rare in San Francisco
- The tree, while not notably large, was of a good size and large considering the poor sandy soils, and proximity to the Ocean winds.
- The tree appeared somewhat advanced in age. The committee notes that the well-respected consulting arborist, Roy Leggitt, suggests that the tree could be over 100 years old.
- The tree may have historical context in that it possibly predates the oldest houses built in the area
- The tree has neighborhood appreciation as expressed by a neighbor and the property-owner's nomination of the tree. It is reported that there is a petition with over 60 names in support of this tree, though this petition was not presented
- The tree had character-defining form.
- The tree was in a relatively low tree density area, though part of an interdependent small cluster of trees which helped define the character of the area.
- The tree, as a SF Native, provided wildlife habitat.

The minority, voting, with reservations, against landmark status, did not think that the tree quite reached the high bar which would distinguish landmark status, also noting that there were some health concerns (crack and embedded bark, crowded branching) and suggested improvement measures (thinning out tree and bolting the area of the crack)

Respectfully submitted,

Mike Boss

Chair, Landmark Tree Committee of the Urban Forestry Council

URBAN FORESTRY COUNCIL CRITERIA FOR LANDMARK TREE EVALUATION

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mike Boss

Scientific name: Ascalus californica Common name: CA Buckeye

Street address: 730 20th Ave.

Cross streets: Buller

Block: _____ Lot(s): _____

Rare: ____ Yes ____ No ☒ Other:

Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: Uncommon

Size: ____ Large ☒ Not large ☒ Moderate

Notable size compared to other trees of the same species.

Comment: _____

Age: ____ Significantly advanced ☒ Not significantly advanced ?

Significantly advanced age (known or estimated)

Comment: _____

Historical Association: ____ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: Possibly predates house.

Ethnic appreciation: ____ Yes ☒ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: _____

Neighborhood appreciation: ☒ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc.

Describe nature of appreciation. Attach documentation: _____

Planting defines neighborhood character: ☒ Yes ☒ No ☐

Contributes to neighborhood aesthetic.

Describe contribution: not visible from street, but
part of backyard community street space.

Profiled in a publication or other media: ☐ Yes ☒ None apparent

Tree has received print, internet, video media coverage.

Describe coverage. Attach documentation if appropriate. Be specific.

High traffic area: ☐ Yes ☒ No

High visibility, possible traffic calming effect.

Describe: _____

Low tree density: ☒ Yes ☐ No

Tree exists in a neighborhood with very few trees.

Describe: _____

Extends between multiple properties: ☒ Yes ☐ No

High visibility, multiple neighbors share tree.

Describe: 211

Accessible from public right-of-way. ☐ Yes ☒ No

High visibility.

Describe: _____

Important wildlife habitat: ☒ Yes ☐ No

Wildlife shelter and/or food (observed or potential)

Describe. Be as specific as possible.

Interdependent group of trees: ☐ Yes ☐ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: _____

Erosion control: ☐ Yes ☐ No

Tree prevents soil erosion

Describe: _____

Wind or sound barrier: ☐ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise

Describe: _____

Prominent landscape feature: ☐ Yes ☐ No

A striking and outstanding natural feature

Describe, attach photo if possible: _____

Character-defining form: ☒ Yes ☐ No

Tree is an example of good form for its particular species.

Describe: _____

Tree condition: ☐ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____

[Landmark Designation nomination for tree located at 730 28th Avenue.]

Resolution of intent initiating the nomination of the California Buckeye located at 730 28th Avenue (Assessor's Block 1617 Lot 030) for landmark tree status pursuant to Public Works Code Section 810(b), acknowledging the temporary designation of such tree pursuant to Public Works Section 810(d), and authorizing other official acts in furtherance of the Resolution.

WHEREAS, Trees provide numerous environmental, social and economic benefits such as reducing stormwater runoff, reducing energy use, reducing air pollution, improving air quality, increasing property values and providing wildlife habitat; and,

WHEREAS, Trees provide beauty, natural character, and a connection with nature in the midst of an urban setting; and,

WHEREAS, Landmark trees have a special significance to the community; and,

WHEREAS, Landmark trees have an especially prominent and beautiful visual impact;
and,

WHEREAS, The Board of Supervisors passed Ordinance Number 17-06, an amendment to Public Works Code – Sections 801, landmark trees, significant trees, and penalties for violations in support of a landmark tree program a copy of said Ordinance is on file with the Clerk of the Board of Supervisors in file number 051458 which is incorporated herein by reference; and,

WHEREAS, The City's Urban Forestry Council developed landmark tree designation criteria, forms, and procedure and the Board of Supervisors, in Resolution Enacted Number 440-06, adopted said criteria. A copy of such Resolution is on file with the Clerk of the Board of Supervisors file Number 060487 which is incorporated herein by reference; and,

1 WHEREAS, The California Buckeye tree, picture of which is on file with the Clerk of the
2 Board of Supervisors in file number 061693 and is incorporated herein as reference, is a rare
3 tree in San Francisco, has prominent and beautiful visual impacts, is part of an important
4 wildlife habitat, acts as a wind and sound barrier in spring, summer and fall, and has historic,
5 cultural, and economic significance to it's surrounding community; now, therefore be it

6 RESOLVED, The Board, pursuant to Public Works Code Section 810(b), hereby
7 adopts this Resolution of intent to initiate landmark tree designation for the Californian
8 Buckeye tree located at 730 28th Avenue, Assessor's Block 1617, Lot 030, and acknowledges
9 the temporary designation of such tree for landmark tree status pursuant to Public Works
10 Code Section 810(d); and, be it

11 FURTHER RESOLVED, The Board directs the Clerk to forward this Resolution and
12 accompanying documents contained in the file to the Urban Forestry Council to begin the
13 landmark tree designation process for the subject tree; and, be it

14 FURTHER RESOLVED, The Board urges the Director of Public Works to immediately
15 notify the affected property owner of the pending nomination and inform said owner of the
16 special permit and approval requirements for removal of landmark trees under Public Works
17 Code Section 810(f) if such notification has not yet occurred.



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails Resolution

File Number: 061693

Date Passed:

Resolution of intent initiating the nomination of the California Buckeye located at 730 28th Avenue (Assessor's Block 1617 Lot 030) for landmark tree status pursuant to Public Works Code Section 810(b), acknowledging the temporary designation of such tree pursuant to Public Works Section 810(d), and authorizing other official acts in furtherance of the Resolution.

January 9, 2007 Board of Supervisors — ADOPTED

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Jew, Maxwell,
McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 061693

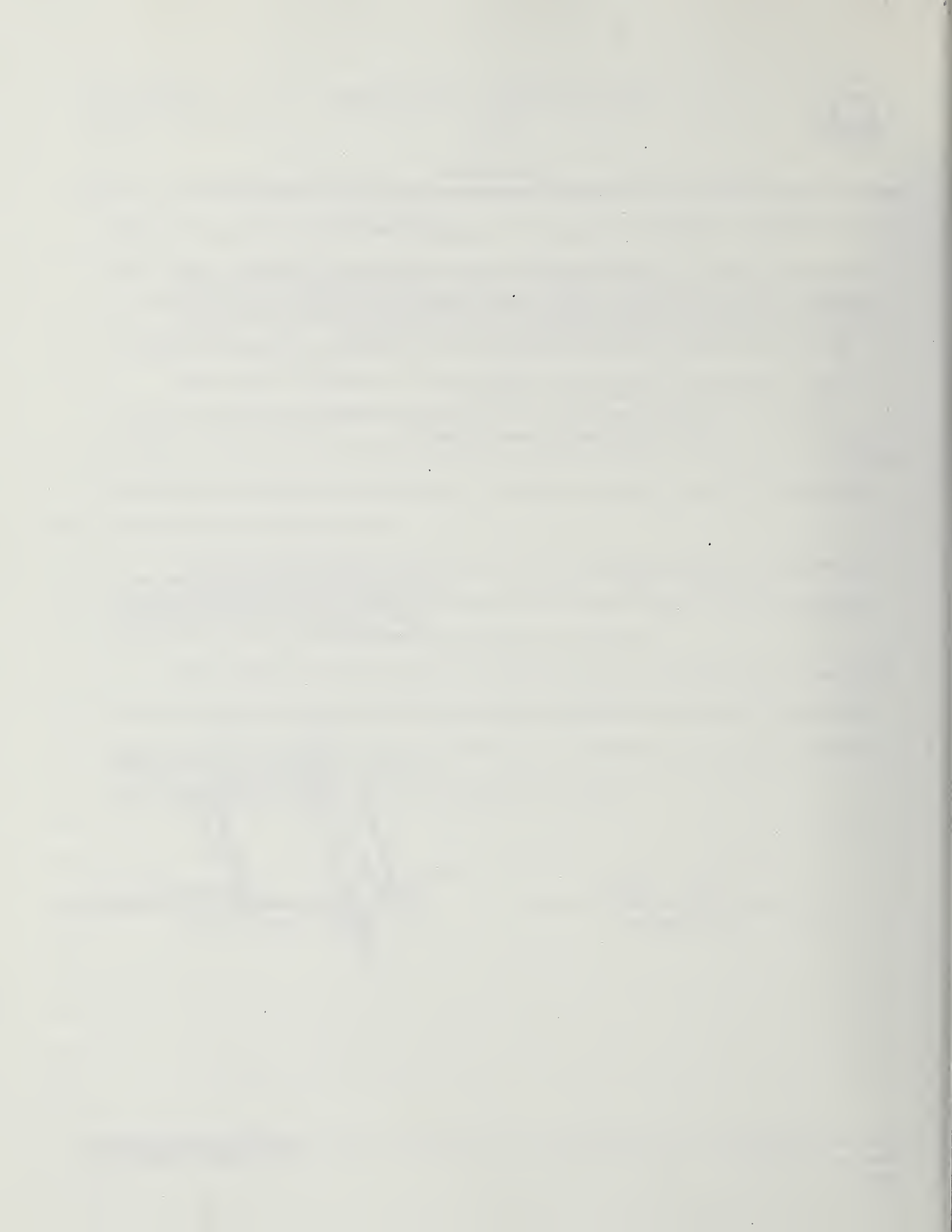
I hereby certify that the foregoing Resolution
was ADOPTED on January 9, 2007 by the
Board of Supervisors of the City and County
of San Francisco.

1/18/07

Date Approved

Gloria L. Young
Clerk of the Board

Mayor Gavin Newsom



Landmark Tree Nomination Form

Who can nominate a landmark tree?

- A property owner may nominate a tree on his or her property.
- A City department or agency may nominate a tree on their property. City departments and agencies should conduct an internal approval process before nominating a tree.
- The Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board and the head of a City department or agency may nominate a tree.
- A member of the public may approach a property owner, Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board or the head of a City department or agency about nominating a tree.

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

Property owner:

Name

Name

Supervisor Jake McGoldrick

Address

Address

1 Dr. Carlton B Goodlett Place

Address

Address

Phone (day)

Phone (day)

415-554-7412

Fax #

Fax #

415-554-7415

Email

Email

Jake.McGoldrick@sfgov.org or

Cassandra.Costello@sfgov.org

Authorized nominator (if not owner):

Property owner consent ☒ Yes ☐ No

I am the property owner or designee of the property owner and I grant permission for city staff to evaluate a tree on the property with advance notice.

Signature

Date

TREE DESCRIPTION

Street address: 730 28th Avenue

Location of Tree: ☐ Front yard ☒ Rear yard ☐ Side yard ☐ Corner-side yard
☐ Public right-of-way ☐ Public lands ☐ Not sure
☐ Other: _____

Number of trees: One

GPS units (OPTIONAL): _____

Tree name (species and common name): *Aesculus Californica* – California Buckeye

Height 15-20 feet
 Average canopy width¹ 15-20 feet
 Circumference at chest level² _____ inches
 Circumference at ground level³ _____ inches

1 Distance from one edge to opposite edge of tree canopy

2 Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

3 Distance around trunk on the ground where the trunk meets the soil.

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. Please check the applicable criteria boxes and provide additional information about each component. If you need more space to describe the tree, please attach additional sheets.

Species

☒ Rare

Size or Age

☒ Greater than typical mature size or age

Cultural/Historical Value

☒ Significant historical or cultural association with person, place, event

☐ Significant ethnic appreciation

☒ Neighborhood appreciation of tree

☐ Part of planting that defines neighborhood character

☐ Profiled in a publication or other media

Key Location

☐ High traffic area

☐ Low tree density area

☒ Extends between several properties

☐ Visually accessible from public right-of-way

Ecology

☒ Important wildlife habitat

☐ Part of interdependent group of trees

☒ Erosion control (**in spring, summer and fall**)

☒ Wind or sound barrier (**in spring, summer and fall**)

Visual characteristic

☒ Prominent landscape feature

☒ Character defining form

Tree Condition

☒ No apparent problems

☐ Minor problems

☐ Major problems

☐ Extreme problems

☐ Root issues

☐ Mushrooms (trunk or base of tree)

☐ Trunk wounds or cracks

☐ Trunk cavities

☐ Broken or dead branches

☐ Crowded or crossing branches

☐ Pest or disease problem

☐ Previous construction that may have damaged tree

Describe how/why the tree has historical importance due to an association with a building, structure, site, street, person or event.

The California Buckeye is a native tree to California and is quite rare. As this house was the first on the entire block built in 1912-1913, we have reason to believe that the tree predates the house.

Also, please see additional attached Arborist's Report.

Describe how/why the tree has cultural, social and/or historical importance.

The California Buckeye is notable for its rarity, size and history -- it is one of the few natural California trees you will find. Native Americans used the Buckeye's pods for medicinal purposes and the bark was used for household items. The nuts from the trees are slightly poisonous and were used by Native Americans to catch fish -- (they would crush the nuts and throw them in the streams to stupefy the fish).

Describe how/why the tree is a defining or meaningful feature of a neighborhood.

The California Buckeye has beautiful dark green leaves on top, paler beneath with showy long clusters of white flowers appearing in May. It can be seen by at least 10-15 homes and is much admired for its beauty and constant changes with the seasons. In the winter its pale grey bark is especially striking after its leaves have fallen.

Describe how/why the tree has ecological value like wildlife habitat and erosion control.

In the spring, summer and fall the tree provides shade, privacy and sound protection. Also, please see Arborist Report.

Describe any tree health or structure issues.

No health issues.

If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (see below). In addition, it is acceptable if you are unable to provide some of the information requested on this form.

A photograph of the tree must be submitted with this form.

Please attach **optional** supporting documents such as letters, arborist report, etc.

Arborist Report attached.

Send to: Urban Forestry Council, c/o Alexis Harte, 11 Grove Street, San Francisco, CA 94102
OR SFUrbanForestCouncil@sfgov.org

FOR STAFF USE ONLY

Application received date _____

Received by _____

Tree evaluation form _____

UFC recommendation date _____

Board of Supervisors Decision _____

Landmark Tree # _____

Title recorded date _____

#061643



Cassandra
Costello/BOS/SFGOV
12/14/2006 09:59 AM

To Linda Laws/BOS/SFGOV@SFGOV
cc
bcc
Subject Fw: California buckeye in my report

Linda,
Can you please add the email below to the file for the California Buckeye landmark tree item for Monday?
It is a note from the arborist who wrote the report for the Holly tree at 733 27th ave stating that the
California Buckeye referred to in his report is in the backyard of 730 28th ave.

Thanks,
Cassandra

Cassandra Costello
Legislative Assistant
Supervisor Jake McGoldrick
San Francisco District 1
415-554-7412
Fax 415-554-7415

----- Forwarded by Cassandra Costello/BOS/SFGOV on 12/14/2006 09:56 AM -----



Cheryl ErbSchultz
<cherylschultz1@yahoo.com>
>

To cassandra.costello@sfgov.org
cc

12/14/2006 09:53 AM

Subject Fwd: California buckeye in my report

Note: forwarded message attached.

Everyone is raving about the all-new Yahoo! Mail beta.

----- Message from "Roy C. Leggitt, III" <RCL3@mindspring.com> on Thu, 14 Dec 2006 07:59:11 -0800

To: Cheryl & Doug Schultz <cherylschultz1@yahoo.com>

Subject: California buckeye in my report

Hi Cheryl,

Here is a note to confirm the location for the California buckeye referred
to in my report as 730 28th Avenue. You may forward this message on to the
offices of Supervisor McGoldrick.

Regards,
Roy

Roy C. Leggitt, III
Consulting Arborist
3109 Sacramento Street
San Francisco, CA 94115

Roy C. Leggitt, III

Consulting Arborist

3109 Sacramento Street
San Francisco, CA 94115

Member, American Society of Consulting Arborists
Certified Arborist, International Society of Arboriculture

cell/vm 415.606.3610

office 415.921.3610

fax 415.921.7711

email RCL3@mindspring.com



Cheryl and Doug Schultz
729 27th Avenue
San Francisco, CA 94118

ARBORIST REPORT

Background

The Schultz's reported that 17 trees and shrubs were cut down recently in the rear garden of their neighbor's property at 733 27th Avenue, and only one large holly tree (*Ilex altacolarensis* 'Wilsonii') remained. They stated that construction was planned that would expand the existing structure considerably toward the rear, and had experienced concern that the tree would be removed or damaged in the process. At the request of the Schultz's, a conditional approval for Landmark Tree status was put in place by Supervisor McGoldrick to temporarily protect the tree from harm.

A site sketch was created to show the location of various trees, and can be found at the end of this report. Tree 1 is the holly tree that is located at the neighboring property and is threatened, tree 2 is a California buckeye and trees 3 and 4 are mature holly trees located on other parcels within the same mid-block.

Benefits

I visited the Schultz residence on December 1, 2007 to inspect conditions surrounding this holly tree, and found it to be located at the rear of 733 27th Avenue, the adjacent property to the south, and within about 3 feet of the rear fence line. The holly tree provides privacy between the Schulz property and a neighbor to the west, as well as to several other properties along different lines as this is a very mature example of this holly variety.

To better inspect the tree, the Schultz's arranged for access by way of the property on 28th Avenue that is directly behind the neighboring property with the holly tree. From this property I was able to see the holly tree close up and from most sides.

The holly is a 3-stemmed tree that appeared to be healthy with a full set of leaves of proper size, shape and color. There was no evidence of any pest or disease present.

Cultural History

Holly trees were frequently cultivated in the 19-teens and 1920's, the same era when this area was developed, and are part of the cultural history of this place. In many sites, conditions are not so favorable as here, and mature holly trees are less healthy than this one. Although many types of trees can survive in San Francisco, the ability of this species to thrive in droughty sands

Roy C. Leggitt, III

Consulting Arborist

3109 Sacramento Street
San Francisco, CA 94115

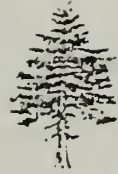
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such as found here commands respect for the wisdom and experience of the gardeners of yesteryear who planted holly trees.

Additional Holly Trees

Additional holly trees were found as well, one being two lots toward the north and another 4 lots toward the south. These additional holly trees are also very healthy and of approximately the same size and maturity. The holly tree that is of concern is a male plant that does not produce red berries, and both of the other holly trees found are female plants that have red berries on them. These additional holly trees depend on this male holly tree as the pollen source to be able to produce berries.

Additional Threatened Tree

An additional mature, rare and a native tree was discovered during my site inspection from the neighbor behind the threatened holly tree. This significant tree is a California buckeye (*Aesculus californica*), and is an important source of habitat for native mammal, insect and bird species. Native trees such as this are, in my experience, subject to protection under the California Environmental Quality Act (CEQA).

The property where this tree is located was reported as being the first house built in the area. It is likely that the tree pre-dates this earliest house and could be more than 100 years old.

The California buckeye is located within about 2 feet of the rear fence line and overhangs the property with the threatened holly tree. The branches that are over the fence have recently been cut back in an unprofessional and arbitrary manner.

Protection Requirements

All types of construction can cause harm to these trees, including construction of a building and landscape construction. Building construction will cause impacts to roots well beyond the building envelope or footprint. Roots commonly extend 2 to 5 times the radius of the limb structure, and are certainly present throughout the rear yard of 733 27th Avenue.

To protect the holly tree and the California buckeye from irreparable harm, a Project Arborist must provide specifications for tree protection and tree preservation. Protection must prevent construction activities from causing harm to limbs, trunks and roots. Preservation must provide for the ongoing care that is necessary to sustain these trees during construction activity.

Fence and retaining wall replacement along the side and rear of the neighboring property to the south will certainly impact the health of both adjacent trees, the threatened holly tree and the California buckeye, unless this work is completed with sensitivity to the trees and in a manner that protects the roots from impacts.

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San Francisco, CA 94115

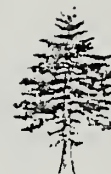
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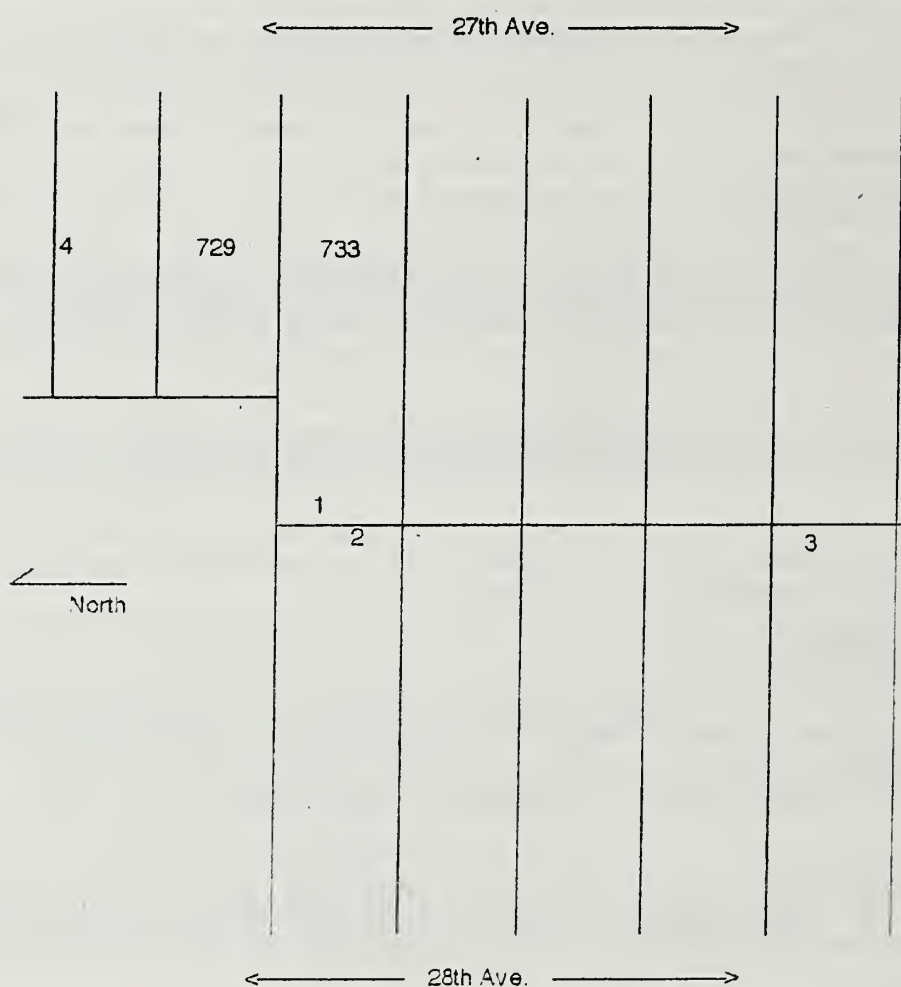
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Supporting Information

Site Sketch



SKETCH - NOT TO SCALE

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Assumptions and Limiting Conditions

1. Any legal description provided to the consultant is assumed to be correct. Title and ownership of all property considered are assumed to be good and marketable. No responsibility is assumed for matters legal in character. Any and all property is appraised or evaluated as though free and clear, under responsible ownership and competent management.
2. It is assumed that any property is not in violation of any applicable codes, ordinances, statutes or other governmental regulations.
3. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible. The consultant can neither guarantee nor be responsible for the accuracy of information provided by others.
4. Various diagrams, sketches and photographs in this report are intended as visual aids and are not to scale, unless specifically stated as such on the drawing. These communication tools in no way substitute for nor should be construed as surveys, architectural or engineering drawings.
5. Loss or alteration of any part of this report invalidates the entire report.
6. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior written or verbal consent of the consultant.
7. This report is confidential and to be distributed only to the individual or entity to whom it is addressed. Any or all of the contents of this report may be conveyed to another party only with the express prior written or verbal consent of the consultant. Such limitations apply to the original report, a copy, facsimile, scanned image or digital version thereof.
8. This report represents the opinion of the consultant. In no way is the consultant's fee contingent upon a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
9. The consultant shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule, an agreement or a contract.
10. Information contained in this report reflects observations made only to those items described and only reflects the condition of those items at the time of the site visit. Furthermore, the inspection is limited to visual examination of items and elements at the site, unless expressly stated otherwise. There is no expressed or implied warranty or guarantee that problems or deficiencies of the plants or property inspected may not arise in the future.

Roy C. Leggitt, III

Consulting Arborist

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San Francisco, CA 94115

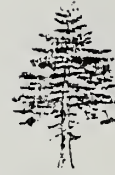
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Certification of Performance

I, Roy C. Leggitt, III, Certify:

- That I have personally inspected the trees and/ or property evaluated in this report. I have stated my findings accurately, insofar as the limitations of my Assignment and within the extent and context identified by this report;
- That I have no current or prospective interest in the vegetation or any real estate that is the subject of this report, and have no personal interest or bias with respect to the parties involved;
- That the analysis, opinions and conclusions stated herein are my own and are based on current scientific procedures and facts and according to commonly accepted arboricultural practices;
- That no significant professional assistance was provided, except as indicated by the inclusion of another professional report within this report;
- That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party.

I am a member in good standing of the American Society of Consulting Arborists and a member and Certified Arborist with the International Society of Arboriculture.

I have attained professional training in all areas of knowledge asserted through this report by completion of a Bachelor of Science degree in a closely related field, by routinely attending pertinent professional conferences and by reading current research from professional journals, books and other media.

I have rendered professional services in a full time capacity in the field of horticulture and arboriculture for more than 18 years.

Signed: _____

Date: December 12, 2006

Supervisor Jake McGoldrick
San Francisco Board of Supervisors
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

December 8, 2006

Dear Mr. McGoldrick,

I am writing to request your assistance in designating a California (CA) Buckeye tree, located in the rear yard of my property at 730 28th Ave., as a landmark.

As you may know, while the California Buckeye is a native species (its pods were often used by Native Americans for medicinal and food purposes and the bark was used for household items), there are very few examples of this type of tree of this age and condition. As a twenty-plus year resident of the Richmond district, I am aware of the need to "green" our neighborhood and maintain the trees already existing. This tree is tall and can be viewed from homes on the next block. I truly appreciate this tree's beauty, its ample shade and the noise barrier it provides, as do many admiring neighbors. An arborist, Roy Leggett, recently estimated the tree's age at approximately 100-150 yrs., which would predate my own house built in 1913. Currently, the height of this tree is about 25 feet and the branch span is approximately 20 feet. The approximate circumference of the trunk is about five feet.

However, I am concerned about the status of this particular tree and would like to see it protected. Mr. Leggett has confirmed that the root structure of this particular tree would extend approximately one- and-a- half times the height of the tree. This would translate into an approximate 35 feet radius root system. While the trunk of the tree is exclusively on my property, the roots extend beneath the property line between my property (730 28th Ave.) and the adjacent rear property at 729 27th Ave.

The above mentioned property at 729 27th Ave. is currently submitting a request to build a much larger property on the site, one which would extend over the root system of the CA Buckeye tree in my yard. There is the potential of great damage and eventual death to the CA Buckeye if there is any disruption to the root system, which would likely occur during any construction over the site.

I am unaware of the existence of any other comparable examples of the CA Buckeye, particularly in the Richmond district. My neighbors certainly enjoy the blooming flowers from their vantage point as well. The Richmond district certainly cannot afford to lose any trees, much less a "grand dame" like this CA Buckeye.

Please help me in preserving this fine example of California history!

Thank you for your assistance.

Sincerely,

Valerie Louie
730 28th Ave.
San Francisco, CA 94121

Attachments: photos of CA Buckeye tree, 730 28th Ave.

City and County of San Francisco



Gavin Newsom, Mayor
Fred V. Abadi, Ph.D., Director



Phone: (415) 554-6920
Fax: (415) 554-6944
TDD: (415) 554-6900
<http://www.sfdpw.com>

Department of Public Works
Office of the Director
City Hall, Room 348
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4645

December 13, 2006

Valerie Louie
730 28th Ave.
San Francisco, CA 94121

Dear Ms. Louie,

This letter serves to inform you that Supervisor Jake McGoldrick has formally nominated the California Buckeye (*Aesculus californica*) tree located on your property at 730 28th Ave. (Block 1617 Lot 030) in San Francisco for Landmark Tree Status. The nomination is in the form of a resolution of intent to initiate Landmark Tree Status, which will be the subject of a Board of Supervisors hearing in the near future.

In accordance with Section 810 (d) of the Public Works Code, this tree is granted a temporary designation of Landmark Tree Status:

"Temporary Designation of Landmark Tree Status. At the time a member of the Board of Supervisors introduces a resolution of intent to initiate a nomination and submits to the Clerk of the Board of Supervisors the information required for a landmark tree nomination request as set forth in Section 810 (b)(2), the subject tree shall be temporarily designated as a landmark tree ("temporary designation") and be subject to the provisions governing landmark trees set forth herein while proceedings are pending on the landmark tree designation."

Therefore, this tree may not be removed without going through the special permit process from the Department of Public Works that is set forth in Public Works Code Section 810(f). Additional rules also apply to maintenance of the tree and any construction work on the property that may affect the tree. We encourage you to review the landmark tree designation process, which involves public hearings at the Urban Forestry Council and Board of Supervisors, and other applicable requirements that are found in the Public Works Code Section 810. This law can be found at any local library or on-line through the City's website at sfgov.org. Please contact the Bureau of Urban Forestry at (415) 641-2674 if you have any questions regarding this matter or if you would like us to send you the relevant portions of the Public Works Code.

Sincerely,

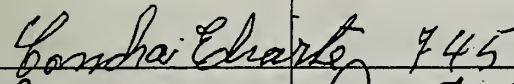
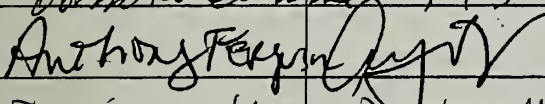
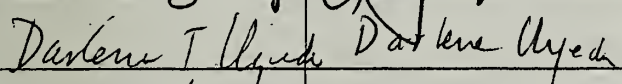
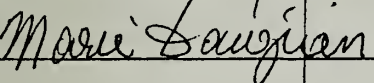
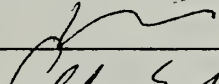
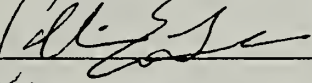
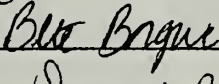
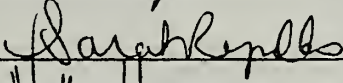
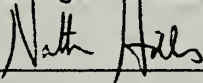
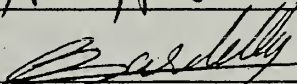
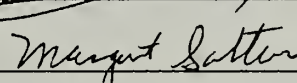
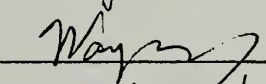
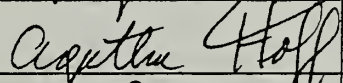
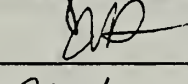
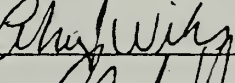

A handwritten signature in cursive script that reads "Fred V. Abadi".

Fred V. Abadi, Ph.D.
Director of Public Works

PETITION: LANDMARK TREE DESIGNATION NOMINATION
CALIFORNIA BUCKEYE

We, the undersigned support the Landmark Designation nomination for the rare, old California Buckeye tree located at 730 28th Avenue. We understand that this tree most likely predates the home on this location, which was built in 1913 and was the first house on our block. This beautiful tree creates a stunning visual impact and symbolizes an essential connection with nature, vital in an urban setting such as San Francisco.

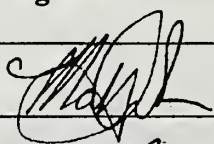
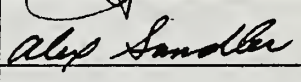
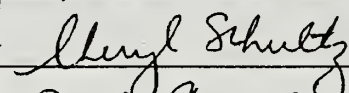
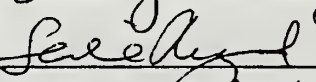
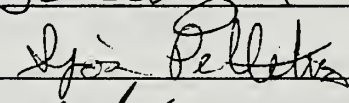
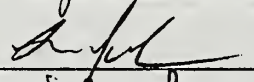
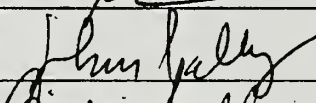
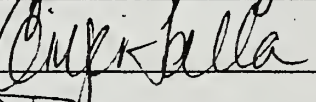
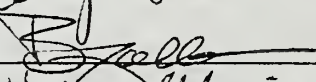
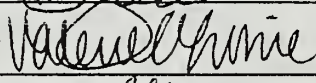
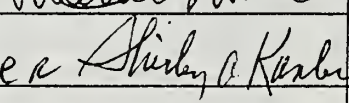
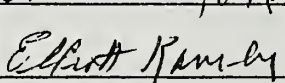
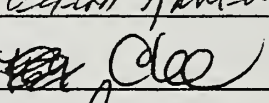
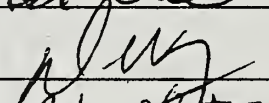
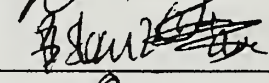
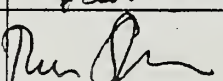
We understand it is one of the few natural California trees you will find in the City. In addition, this tree holds special significance to our community as it provides an important habitat for native mammals and bird species. It is also a beautiful tree that changes from season to season and provides a natural privacy screen to homes on 27th and 28th Avenues.

Name	Signature	Address	Phone
Gondra Elarte 745		27 AU	4515271
Anthony Ferrer		716 28 th Ave	750-0900
Darlene T. Uyeda Darlene Uyeda		714 - 28 th Ave	386-8961
Maei Saugian		2600 Colbrillo St	
Bur Chan		826 27 th Ave	
Collin Tam		522 - 27 th Avenue	221-4158
Beth Brigue		835 27 th Ave	(530) 908-0408
Sarah Reynolds		835 27 th Ave	(530) 908-1328
Nathaniel Hills		835 27 th Ave	(714) 402-1431
Philip Cardillo		862 27 th Ave.	415 422-0443
Margaret Satter		872 - 27 th Ave	415 221 4688
WAYNE WONG		880 27 th Ave	415 751-1348
Agatha Hoff		882 - 27 th Ave	415-668-5688
ADAM BORMAN		819 27 th Ave	415-876-4647
Cheryl Wilkes		807 27 th Ave	415-287-6028
Alie K. Han		861 27 th Ave	668-1992

PETITION: LANDMARK TREE DESIGNATION NOMINATION
CALIFORNIA BUCKEYE

We, the undersigned support the Landmark Designation nomination for the rare, old California Buckeye tree located at 730 28th Avenue. We understand that this tree most likely predates the home on this location, which was built in 1913 and was the first house on our block. This beautiful tree creates a stunning visual impact and symbolizes an essential connection with nature, vital in an urban setting such as San Francisco.

We understand it is one of the few natural California trees you will find in the City. In addition, this tree holds special significance to our community as it provides an important habitat for native mammals and bird species. It is also a beautiful tree that changes from season to season and provides a natural privacy screen to homes on 27th and 28th Avenues.

Name	Signature	Address	Phone
MATTHEW CHARK		811 27 th Ave.	(503) 913-5916
Alex Sandler		786 27 th Ave	415 385 3276
Cheryl Schultz		729 27 th Ave	415 831 4229
Sabine Reynaud		727 28 th Ave	415-513-5094
Sjon Pelletier		718 28 th Ave	415-531-6983
Lisa Johnson		718 28 th Ave	415-265-5307
John Pedley		704 28 th Ave.	
Ginger Falla		2726 Balboa St.	415-876-0317
Bobby Falla		2726 Balboa St.	415 876-0317
Valerie Louie		730 28 th Ave SF	415 221 9231
Shirley Kramer		735-28 th Ave SF	415-751-8887
ELLIOTT KAMRA		735-28 th Ave SF	415-751-8887
Clare Lee		759 28 th Ave SF	415 476-5519
D Wong		770 28 th Ave SF	415 752-6161
B Lee		780 28 th Ave	415 752-8715
SHINAH		794 28 th Ave S.F.	" 752-8009

PETITION: LANDMARK TREE DESIGNATION NOMINATION
CALIFORNIA BUCKEYE

We, the undersigned support the Landmark Designation nomination for the rare, old California Buckeye tree located at 730 28th Avenue. We understand that this tree most likely predates the home on this location, which was built in 1913 and was the first house on our block. This beautiful tree creates a stunning visual impact and symbolizes an essential connection with nature, vital in an urban setting such as San Francisco.

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Name	Signature	Address	Phone
Jean Barish	Jean Barish	711-27 th Ave	752-0185
Dorey Sutter	Dorey Sutter	729 27 th Ave	831-4229
Nina Gorigin	Nina Gorigin	763-27 th Ave	751-2169
Michelle Chambers	Michelle Chambers	771-27 th Ave	752-4765
Helen Archer-Dust	Helen Archer-Dust	775-28 th Ave.	387-8408
Steve Gillan	Steve Gillan	773-28 th Ave.	752-7512
Lynne Gillan	Lynne Gillan	773-28 th Ave.	752-7512
Matt Spalling	Matt Spalling	751 28 th Ave.	404-6412
Lonnie Nguyen	Lonnie Nguyen	740 28 th	(415) 850-5991
KEO UYEDA	KEO UYEDA	719 28 th Ave	(415) 386-8961
ANTHONY QUINONES	ANTHONY QUINONES	2631 BALBOA ST	415-850-5954
Ben Lobenstein	Ben Lobenstein	2625 Balboa St	415-850-4987
MIMI HERNANDEZ	MIMI HERNANDEZ	2625 Balboa St.	415-850-4987
LIZA BROWN	LIZA BROWN	2620 BALBOA ST	415 668-0981
LAWRENCE LEE	LAWRENCE LEE	2625 Cabildo St.	415-386-9988
Eleanor Lobson	Eleanor Lobson	799-27 th Av	415-386-5859

Landmark Tree Evaluation Form

Evaluated by: Grace Ma

Scientific name: *Aesculus californica*

Common name: California buckeye

Street address: 730 28th Ave

Cross streets: Balboa

Block: 1617 Lot(s): 030

GPS units (optional): _____

☒ Private ☐ Public Agency name _____

Property owner consent to evaluate ☒ Yes ☐ No

DBH (in):	<u>28</u>	combined dbh of three stems: 15", 6", 7"
Height (ft):	<u>26</u>	estimated
Average canopy spread (ft):	<u>30</u>	estimated
Trunk diameter at ground level (in)	<u>23</u>	
Number of trees	<u>1</u>	

Tree Condition (adapted from CTLA *Guide to Plant Appraisal*)

☐ No apparent problems ☒ Minor problems ☐ Major problems ☐ Extreme problems

Root issues

- ☐ Root anchorage
- ☐ Collar/flare soundness
- ☐ Mechanical injury
- ☐ Girdling/kinked roots
- ☐ Compaction/waterlogged roots
- ☐ Mushrooms (may have to ask owner): weed cloth on ground, no mushrooms visible

Trunk issues

- ☐ Sound bark and wood: some bark fissures
- ☐ Cavities
- ☐ Mechanical or fire injury
- ☐ Cracks: seam in one trunk that appears to go through trunk
- ☐ Swollen or sunken areas
- ☐ Conks

Scaffold branches

- ☐ Strong attachments
- ☐ Smaller diameter than trunk where attached: yes although a few branches are close in size to the trunk
- ☐ Vertical branch distribution
- ☐ Free of included bark: occurs at some branch unions and where branches cross
- ☒ Free of decay and cavities: none visible in scaffold branches
- ☐ Well pruned: some well pruned cuts but also flush cuts and stubs
- ☐ Well-proportioned/proper taper
- ☒ Wound closure
- ☐ Deadwood or fire injury

Small branches and twigs

- ☒ Vigor of current shoots: there is new growth and buds
- ☐ Well distributed throughout canopy
- ☐ Appearance of buds (color, shape, size for species)
- ☐ Presence of weak or dead twigs

Foliage and/or Buds

- ☐ Coloration of foliage: no leaves, only buds
- ☐ Nutrient status
- ☐ Herbicide, chemical or pollution injury
- ☐ Wilted or dead leaves
- ☐ Dry buds
- ☐ Presence of insects or disease (any part of tree)

Comments on health or structure: Some lichen on bark. The branches are a bit crowded due to neighboring trees and there are some watersprouts. There may be some decay in the trunk with the seam.

Species

- ☒ Rare: there are few California buckeyes in San Francisco

Size or Age

- ☐ Greater than typical mature size or age

Cultural/Historical Value

- ☐ Significant historical or cultural association
- ☐ Significant ethnic appreciation
- ☒ Neighborhood appreciation of tree: property owner and some neighbors like this tree
- ☐ Part of planting that defines neighborhood character
- ☐ Profiled in a publication or other media

Key Location

- ☐ High traffic area
- ☒ Low tree density area
- ☒ Extends between several properties: tree extends over three backyards
- ☐ Visually accessible from public right-of-way

Ecology

- ☒ Important wildlife habitat: scrub jays and other birds use this tree
- ☐ Part of interdependent group of trees
- ☐ Erosion control
- ☐ Wind or sound barrier

Visual characteristic

- ☒ Prominent landscape feature: there aren't many trees in this neighborhood so it stands out
- ☐ Character defining form

Additional comments

The buckeye's canopy has formed a cohort relationship with adjacent holly tree and acacia tree.

Possible considerations for tree care

Light pruning of neighboring trees. Continue suppressing ivy at base of tree. Have a qualified arborist look at the trunk seam.

Urban Forestry Council

Criteria for Landmark Tree Evaluation

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the Urban Forestry Council has developed these criteria for evaluating potential landmark trees in San Francisco.

When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would.

Rare: Unusual species in San Francisco. Also consider rarity in California, North America, world.

Size: Notable size compared to other trees of the same species.

Age: Significantly advanced age (known or estimated).

Historical association: Related to a historic or cultural building, site, street, person, event, etc.

Ethnic appreciation: Particular value to certain ethnic groups in neighborhood or city.

Neighborhood appreciation: Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc.

Planting defines neighborhood character: Contributes to neighborhood aesthetic.

Profiled in a publication or other media: Tree has received print, internet, video media coverage.

High traffic area: High visibility, possible traffic calming effect.

Low tree density: Tree exists in a neighborhood with very few trees.

Extends between multiple properties: High visibility, multiple neighbors share tree.

Accessible from public right-of-way: High visibility.

Important wildlife habitat: Wildlife shelter and/or food (observed or potential).

Interdependent group of trees: This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Erosion control: Tree prevents soil erosion.

Wind or sound barrier: Tree reduces wind speed or mitigates undesirable noise

Prominent landscape feature: A striking and outstanding natural feature.

Character defining form: Tree is an example of good form for its particular species.

Tree condition: Consider overall tree health and structure, and whether or not tree poses a hazard.

Landmark Tree Evaluation FormEvaluated by: Mark SustarichScientific name: Aesculus californicaCommon name: California buckeyeStreet address: 730 28th Ave.Cross streets: Balboa

Block: _____ Lot(s): _____

GPS units (optional): _____

☒ Private ☐ Public Agency name _____Property owner consent to evaluate ☒ Yes ☐ NoDBH (in): 15", 7", 6"Height (ft): 24'Average canopy spread (ft): 25'Trunk diameter at ground level (in): 23"Number of trees 1Tree Condition (adapted from CTLA *Guide to Plant Appraisal*)☐ No apparent problems ☒ Minor problems ☐ Major problems ☐ Extreme problems

Root issues

- ☐ Root anchorage
- ☐ Collar/flare soundness
- ☐ Mechanical injury
- ☐ Girdling/kinked roots
- ☐ Compaction/waterlogged roots
- ☐ Mushrooms (may have to ask owner)

Trunk issues

- ☐ Sound bark and wood
- ☐ Cavities
- ☐ Mechanical or fire injury
- ☒ Cracks crack and embedded bark - back trunk
- ☐ Swollen or sunken areas
- ☐ Conks

Scaffold branches

- ☐ Strong attachments
- ☐ Smaller diameter than trunk where attached
- ☐ Vertical branch distribution
- ☒ Free of included bark No - back trunk
- ☒ Free of decay and cavities No - maybe decay behind crack
- ☒ Well pruned No - crowded
- ☐ Well-proportioned/proper taper
- ☒ Wound closure No - crack not closing

- ☐ Deadwood or fire injury
- Small branches and twigs
- ☐ Vigor of current shoots (compare previous growth) *dormant-healthy*
- ☐ Well distributed throughout canopy
- ☐ Appearance of buds (color, shape, size for species)
- Small Branches and Twigs (continued)
- ☐ Presence of weak or dead twigs
- Foliage and/or Buds
- ☐ Coloration of foliage *-no foliage*
- ☐ Nutrient status
- ☐ Herbicide, chemical or pollution injury
- ☐ Wilted or dead leaves
- ☐ Dry buds
- ☐ Presence of insects or disease (any part of tree)

Comments on health or structure: *Crack and embedded bark will become a problem*
Branch pattern - crowded
Adjacent holly and acacia is shading tree

Species

- ☒ Rare - *In San Francisco*

Size or Age

- ☐ Greater than typical mature size or age

Cultural/Historical Value

- ☐ Significant historical or cultural association
- ☐ Significant ethnic appreciation
- ☐ Neighborhood appreciation of tree
- ☐ Part of planting that defines neighborhood character
- ☐ Profiled in a publication or other media

Key Location

- ☐ High traffic area
- ☒ Low tree density area
- ☐ Extends between several properties
- ☐ Visually accessible from public right-of-way

Ecology

- ☒ Important wildlife habitat
- ☐ Part of interdependent group of trees
- ☐ Erosion control
- ☐ Wind or sound barrier

Visual characteristic

- ☐ Prominent landscape feature
- ☐ Character defining form

Additional comments

Trim acacia or remove.
Trim holly

Possible considerations for tree care

Place a bolt through cracked trunk
Thin out tree

New Zealand Christmas Tree-1221 Stanyan Street



Report of Findings for the New Zealand Christmas tree at 1221 Stanyan Street

The Landmark Tree Committee of the Urban Forestry Council met on February 13 and considered the nomination for Landmark Status of the yellow-flowered New Zealand Christmas tree, *Metrosideros excelsus* 'aurea' at 1221 Stanyan Street.

The committee voted unanimously to recommend landmark status for this tree. The vote was 5-0. There was no public testimony for or against the tree.

The found:

- The tree is exceedingly rare in San Francisco. There may be only one or two other yellow-flowered forms of this species in the city.
- The tree was significantly large with at DBH of 24", and a height and canopy with each approaching 30'
- The tree appeared to be significantly old.
- The tree had character-defining form and appeared in excellent health.
- The tree, having been imported and planted by the noted SF horticulturist Victor Reiter, has significant historical value.
- The tree, by being a significant large tree, helps define the character of the tree-lined street on which it resides.
- The tree is a prominent landscape feature, and is located in a highly visible location with both vehicular and pedestrian traffic.
- The tree is a featured tree in the book Trees of San Francisco, by Mike Sullivan.
- The tree has neighborhood and city-wide appreciation in that it is viewed on tree-tour walks.
- The tree provides habitat for birds.
- There was no public testimony in support of the tree and the property owner was not in favor of landmark status. Though it was reported that there is a petition with 60 signatures in support of the tree, no such petition was presented.

The committee is delighted to recommend this remarkable tree for Landmark Status.

Respectfully submitted,

Mike Boss

Chair, Landmark Tree Committce of the Urban Forestry Council

URBAN FORESTRY COUNCIL

CRITERIA FOR LANDMARK TREE EVALUATION

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mike Bass

Scientific name: Metrosideros excelsa Common name: New Zealand Christmas tree

Street address: 1221 Spruce St.

Cross streets: _____

Block: _____ Lot(s): _____

Rare: ☒ Yes ☐ No ☐ Other:

Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: Unusual yellow flowering form.

Size: ☒ Large ☐ Not large
Notable size compared to other trees of the same species.

Comment: _____

Age: ☒ Significantly advanced ☐ Not significantly advanced
Significantly advanced age (known or estimated)

Comment: _____

Historical Association: ☒ Yes ☐ None apparent
Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: Planted by Victor Reiter - noted SF
plantman, founder of CA Hort Society, many plants named
after him.

Ethnic appreciation: ☐ Yes ☒ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: _____

Neighborhood appreciation: ☒ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc.

Describe nature of appreciation. Attach documentation: neighborhood fun.

Planting defines neighborhood character: ☒ Yes ☐ No

Contributes to neighborhood aesthetic.

Describe contribution: significant ^{component} of tree-lined street

Profiled in a publication or other media: ☒ Yes ☐ None apparent

Tree has received print, internet, video media coverage.

Describe coverage. Attach documentation if appropriate. Be specific.

Mike Sullivan

High traffic area: ☒ Yes ☐ No

High visibility, possible traffic calming effect.

Describe: Street tree

Low tree density: ☐ Yes ☒ No

Tree exists in a neighborhood with very few trees.

Describe: _____

Extends between multiple properties: ☐ Yes ☐ No

High visibility, multiple neighbors share tree.

Describe: _____

Accessible from public right-of-way. ☒ Yes ☐ No

High visibility.

Describe: Street tree

Important wildlife habitat: ☐ Yes ☐ No

Wildlife shelter and/or food (observed or potential)

Describe. Be as specific as possible.

Interdependent group of trees: ☐ Yes ☐ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: _____

Erosion control: ☐ Yes ☐ No

Tree prevents soil erosion

Describe: _____

Wind or sound barrier: ☐ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise

Describe: _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature

Describe, attach photo if possible: _____

Character-defining form: ☒ Yes ☐ No

Tree is an example of good form for its particular species.

Describe: _____

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____

SAN FRANCISCO URBAN FORESTRY COUNCIL

Landmark Tree Nomination Form

Disclaimer: Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?

- An authorized nominator is a Supervisor, head of a City department or agency, Planning Commissioner, Landmarks Preservation Advisory Board member, or property owner.
- The Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board and the head of a City department or agency may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

I am one of the following authorized nominators

- ☐ Property owner
- ☐ Board of Supervisor member
- ☒ Head of a city department or agency
- ☐ Planning Commission member
- ☐ Landmarks Preservation Advisory Board member

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

Property owner:

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department/Agency):

Name

Jared Blumenfeld

Name

11 Grove Street

Address

Address

San Francisco CA 94102

Address

Address

415-355-3700

Phone (day)

Phone (day)

415-554-6393

Fax #

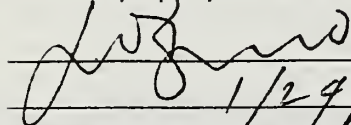
Fax #

jared.blumenfeld@sfgov.org

Email

Email

I am the property owner or an authorized nominator and I support this nomination.



Signature

Date

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Signature

Date

TREE DESCRIPTION

Tree name (species and common name): Metrosideros excelsus New Zealand Christmas tree

Number of trees: 1

Street address: 1221 Stanyan Street (at 17th Street)

Location of Tree: ☐ Front yard ☐ Rear yard ☐ Side yard ☐ Corner-side yard
☒ Public right-of-way ☐ Public lands ☐ Not sure
☐ Other: _____

GPS units (OPTIONAL): _____

Height 34 feet
 Average canopy width¹ 25 feet
 Diameter at breast height 23 inches
 Diameter at ground level 26 inches

1 Distance from one edge to opposite edge of tree canopy

2 Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

3 Distance around trunk on the ground where the trunk meets the soil.

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. Please check the applicable criteria boxes and provide additional information about each component. If you need more space to describe the tree, please attach additional sheets.

Species

☒ Rare: only two or three trees of the yellow "aurea" variety in San Francisco

Size or Age

☒ Greater than typical mature size or age

Cultural/Historical Value

☒ Significant historical or cultural association with person, place, event
☐ Significant ethnic appreciation
☒ Neighborhood appreciation of tree
☐ Part of planting that defines neighborhood character
☒ Profiled in a publication or other media: Featured in Trees of San Francisco by Mike Sullivan

Key Location

☒ High traffic area: adjacent to busy residential intersection
☐ Low tree density area
☐ Extends between several properties
☒ Visually accessible from public right-of-way: highly visible street tree

Ecology

- ☒ Important wildlife habitat: provide food for birds
- ☐ Part of interdependent group of trees
- ☐ Erosion control
- ☐ Wind or sound barrier: may provide sound filtration

Visual characteristic

- ☐ Prominent landscape feature
- ☐ Character defining form

Tree Condition

- ☒ No apparent problems
- ☐ Minor problems
- ☐ Major problems
- ☐ Extreme problems

Tree Condition

- ☐ Root issues
- ☐ Mushrooms (trunk or base of tree)
- ☐ Trunk wounds or cracks
- ☐ Trunk cavities
- ☐ Broken or dead branches
- ☐ Crowded or crossing branches
- ☐ Pest or disease problem
- ☐ Previous construction that may have damaged tree

Describe how/why the tree has historical importance due to an association with a building, structure, site, street, person or event.

The Reiter family planted this tree. Victor Reiter was a famous horticulturalist in San Francisco. He lived on Stanyan Street and his daughter lives next to this tree. Mr. Reiter also ran a commercial nursery behind Stanyan and Woodland Ave.

Describe how/why the tree has cultural, social and/or historical importance.

A typical New Zealand Christmas tree has red flowers. However, this tree has a natural mutation that produces yellow flowers. This mutation occurred in New Zealand in the 1940s. Victor Reiter obtained a specimen and his family planted this tree.

Describe how/why the tree is a defining or meaningful feature of a neighborhood.

This healthy and large produces bright yellow flowers each June. This tree is larger than the two or three other yellow "aurea" cultivars in San Francisco.

Describe how/why the tree has ecological value like wildlife habitat and erosion control.

The flowers provide food for birds including the wild parrots of Telegraph Hill that visit the neighborhood each summer.

Describe any tree health or structure issues.

No apparent problems.

If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (below). It is acceptable if you cannot provide some of the information requested on this form.

A photograph of the tree must be submitted with this form.

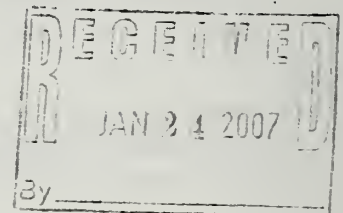
Please attach **optional** supporting documents such as letters, arborist report, etc.

Send to: Urban Forestry Council, c/o Grace Ma, 11 Grove Street, San Francisco, CA 94102
OR grace.ma@sfgov.org

Any information you submit will be part of the public record.

The Public Records Act defines a "public record" broadly to include "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics." Govt. Code § 6252(e). The Sunshine Ordinance defines "public information" as the content of "public records" as defined in the Public Records Act. Admin Code § 67.20(b). Pursuant to the Public Records Act and Sunshine Ordinance, this document is a public record and will be available to the public upon request, at the hearing site, at the San Francisco Main Library, and on the Urban Forestry Council's website. Admin Code §§ 8.16, 67.7 (b), and 67.21(a).

FOR STAFF USE ONLY	
Application received date <u>1/24/07</u>	Received by <u>GRACE MA</u>
Tree evaluation form _____	UFC recommendation date _____
Board of Supervisors Decision _____	
Landmark Tree # _____	
Title recorded date _____	





Landmark Tree Evaluation Form

Evaluated by: Grace Ma

Scientific name: *Metrosideros excelsus* Common name: New Zealand Christmas tree

Street address: 1221 Stanyan Street

Cross streets: 17th Street

Block: 2664 Lot(s): 008

GPS units (optional): _____

☐ Private ☒ Public Agency name Street tree is under jurisdiction of DPW

Property owner consent to evaluate ☐ Yes ☒ No, not necessary

DBH (in):	<u>24</u>
Height (ft):	<u>28</u>
Average canopy spread (ft):	<u>29</u>
Trunk diameter at ground level (in)	<u>25</u>
Number of trees	<u>1</u>

Tree Condition (adapted from CTLA *Guide to Plant Appraisal*)

☒ No apparent problems ☐ Minor problems ☐ Major problems ☐ Extreme problems

Root issues

- ☐ Root anchorage
- ☐ Collar/flare soundness
- ☐ Mechanical injury: sidewalk has restricted root growth
- ☐ Girdling/kinked roots: root growing halfway around base of tree
- ☐ Compaction/waterlogged roots
- ☐ Mushrooms (may have to ask owner)

Trunk issues

- ☒ Sound bark and wood
- ☐ Cavities
- ☐ Mechanical or fire injury
- ☐ Cracks
- ☐ Swollen or sunken areas
- ☐ Conks

Scaffold branches

- ☒ Strong attachments
- ☒ Smaller diameter than trunk where attached
- ☒ Vertical branch distribution
- ☒ Free of included bark
- ☐ Free of decay and cavities
- ☐ Well pruned
- ☒ Well-proportioned/proper taper
- ☒ Wound closure
- ☐ Deadwood or fire injury

Small branches and twigs

- ☒ Vigor of current shoots (compare previous growth): new growth
- ☒ Well distributed throughout canopy
- ☐ Appearance of buds (color, shape, size for species)
- ☒ Presence of weak or dead twigs: some dead branches in interior of crown

Foliage and/or Buds

- ☒ Coloration of foliage: dark green
- ☐ Nutrient status
- ☐ Herbicide, chemical or pollution injury: none
- ☒ Wilted or dead leaves: no wilt, several yellow leaves
- ☐ Dry buds
- ☐ Presence of insects or disease (any part of tree)

Comments on health or structure: _____

Species

- ☒ Rare: Few yellow cultivars of New Zealand Christmas tree in San Francisco.

Size or Age

- ☒ Greater than typical mature size or age

Cultural/Historical Value

- ☒ Significant historical or cultural association: Victor Reiter and his family planted this tree.
- ☐ Significant ethnic appreciation
- ☐ Neighborhood appreciation of tree
- ☐ Part of planting that defines neighborhood character
- ☒ Profiled in a publication or other media: Trees of San Francisco by Mike Sullivan

Key Location

- ☒ High traffic area: Residential intersection has steady traffic.
- ☐ Low tree density area
- ☐ Extends between several properties
- ☒ Visually accessible from public right-of-way

Ecology

- ☒ Important wildlife habitat: Wild parrots and other birds eat flowers.
- ☐ Part of interdependent group of trees
- ☐ Erosion control
- ☐ Wind or sound barrier

Visual characteristic

- ☒ Prominent landscape feature
- ☐ Character defining form

Additional comments

Aerial roots are present.

Possible considerations for tree care

Water tree during dry and/or hot periods.

Urban Forestry Council Criteria for Landmark Tree Evaluation

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the Urban Forestry Council has developed these criteria for evaluating potential landmark trees in San Francisco.

When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would.

Rare: Unusual species in San Francisco. Also consider rarity in California, North America, world.

Size: Notable size compared to other trees of the same species.

Age: Significantly advanced age (known or estimated).

Historical association: Related to a historic or cultural building, site, street, person, event, etc.

Ethnic appreciation: Particular value to certain ethnic groups in neighborhood or city.

Neighborhood appreciation: Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc.

Planting defines neighborhood character: Contributes to neighborhood aesthetic.

Profiled in a publication or other media: Tree has received print, internet, video media coverage.

High traffic area: High visibility, possible traffic calming effect.

Low tree density: Tree exists in a neighborhood with very few trees.

Extends between multiple properties: High visibility, multiple neighbors share tree.

Accessible from public right-of-way: High visibility.

Important wildlife habitat: Wildlife shelter and/or food (observed or potential).

Interdependent group of trees: This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

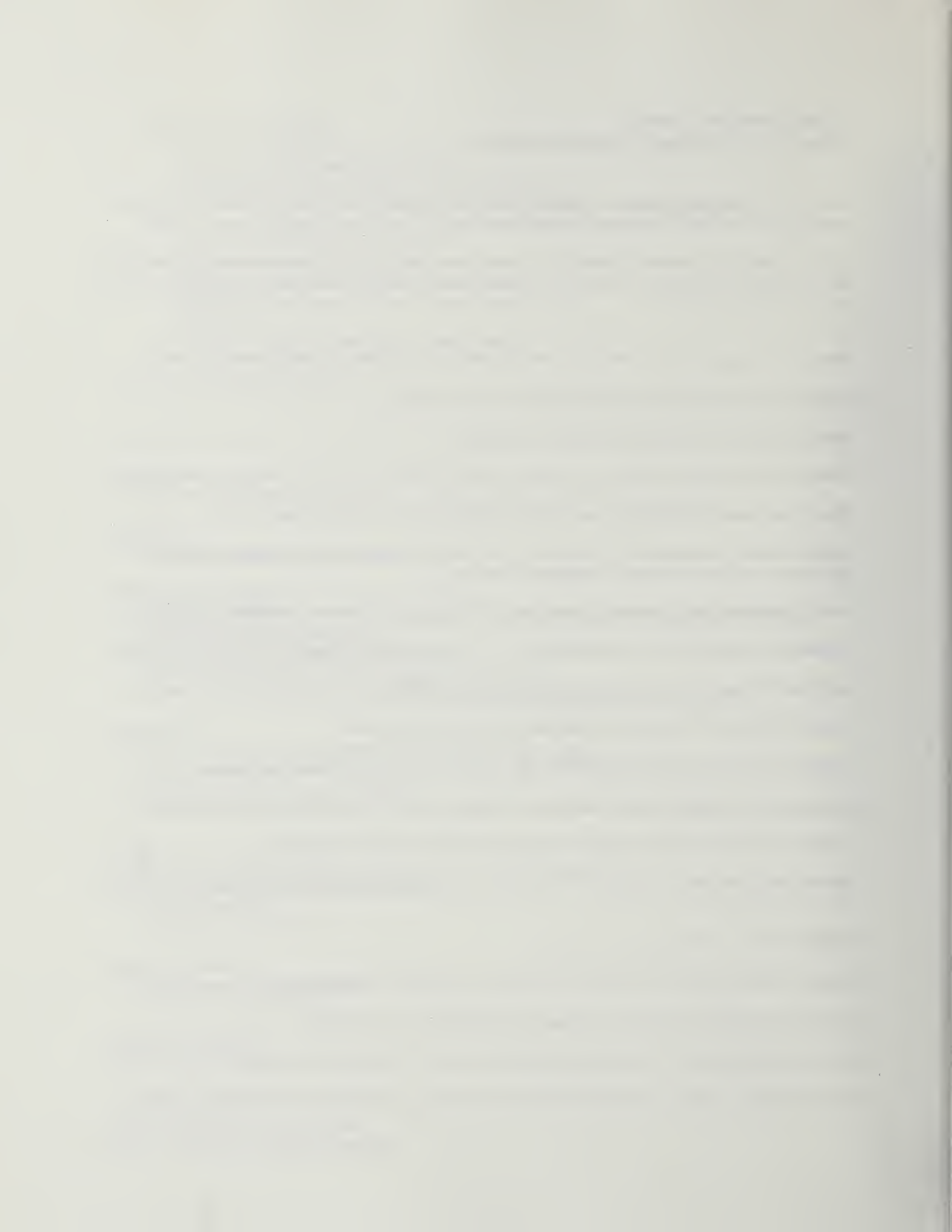
Erosion control: Tree prevents soil erosion.

Wind or sound barrier: Tree reduces wind speed or mitigates undesirable noise

Prominent landscape feature: A striking and outstanding natural feature.

Character defining form: Tree is an example of good form for its particular species.

Tree condition: Consider overall tree health and structure, and whether or not tree poses a hazard.





SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE February 27, 2007

ITEM NO. 5

URBAN FORESTRY COUNCIL

AGENDA PACKET CONTENTS LIST*

☒ Landmark Tree Evaluation Form - Revised

☐☐☐☐☐☐☐☐☐☐☐☐☐

*This list reflects the explanatory documents provided.

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

Urban Forestry Council Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: _____

Date of evaluation: _____

Scientific name: _____

Common name: _____

Street address: _____

Cross streets: _____

Rare: ☐ Rare ☐ Uncommon ☐ Common ☐ Other

Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: _____

Size: ☐ Large ☐ Medium ☐ Small

Notable size (height, diameter, canopy width) compared to other trees of the same species.

Comment: _____

Age: ☐ Significantly advanced ☐ Not significantly advanced

Significantly advanced age for this species (known or estimated).

Comment: _____

Historical Association: ☐ Yes ☐ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

2

Ethnic appreciation: ☐ Yes ☐ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: _____

Neighborhood appreciation: ☐ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. **Attach documentation:**

Describe: _____

Planting defines neighborhood character: ☐ Yes ☐ No

Contributes to neighborhood aesthetic.

Describe contribution: _____

Profiled in a publication or other media: ☐ Yes ☐ Unknown

Tree has received print, internet, and/or video media coverage. **Attach documentation** if appropriate.

Describe coverage: _____

High traffic area: ☐ Yes ☐ No

High visibility, possible traffic calming effect.

Describe: _____

Low tree density: ☐ Low ☐ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Extends between multiple properties: ☐ Yes ☐ No

High visibility, multiple neighbors share tree.

Describe: _____

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

3

Accessible from public right-of-way: ☐ Yes ☐ No

High visibility.

Describe: _____

Important wildlife habitat: ☐ Yes ☐ No

Wildlife shelter and/or food (observed or potential). Describe and be as specific as possible.

Interdependent group of trees: ☐ Yes ☐ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: _____

Erosion control: ☐ Yes ☐ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☐ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Prominent landscape feature: ☐ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Character-defining form: ☐ Yes ☐ No

Tree is an example of good form for its particular species.

Describe: _____

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

4

Tree condition: Good Poor Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____

Additional comments



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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE February 27, 2007

ITEM NO. 6

URBAN FORESTRY COUNCIL

AGENDA PACKET CONTENTS LIST*

☒ Landmark Tree Ordinance

☐☐☐☐☐☐☐☐☐☐☐☐☐

*This list reflects the explanatory documents provided.

FILE NO. 051458

ORDINANCE NO. 17-06

[Public Works Code - landmark trees, significant trees, and penalties for violations.]

Ordinance amending the Public Works Code by amending Section 801 to add to the purposes; by amending Section 802 to modify various definitions; amending Sections 802, 806, and 809 to redefine nuisance trees as hazard trees; amending Sections 802 and 803 authorizing the Urban Forestry Council to succeed to the powers and duties of the Tree Advisory Board and to assume new duties; amending Section 806 to allow for appeals of decisions concerning removal of street trees that are the responsibility of City departments and to extend the notice period to 30 days for removal of street trees that are the responsibility of private property owners; amending Sections 806 and 807 to require imposition of in lieu fees under specified circumstances; adding Section 810A to define significant trees and establish a regulatory program governing their removal; amending Sections 804, 807, and 808 to make conforming changes regarding significant trees; amending Sections 804, 807, 808, and 810 concerning landmark trees and procedures to designate, nominate, and remove landmark trees; amending Section 811 to create civil penalties and fines and to modify provisions on administrative penalties; requiring the Office of the Legislative Analyst to prepare a report concerning financial incentives related to landmark trees; and making environmental findings.

Note: Additions are single-underline italics Times New Roman;
deletions are ~~strikethrough italics Times New Roman~~.
Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Environmental Findings. The Planning Department has determined that the actions contemplated in this Ordinance are in compliance with the California Environmental Quality Act (California Public Resources Code sections 21000 et seq.). Said determination is

1 on file with the Clerk of the Board of Supervisors in File No. 051458 and is incorporated herein
2 by reference.

3 Section 2. The San Francisco Public Works Code is hereby amended by amending
4 Sections 801, 802, 803, 804, 806, 807, 808, 809, 810, and 811, to read as follows:

5 SEC. 801. PURPOSE.

6 The San Francisco Urban Forestry Ordinance is enacted to further the following
7 public purposes:

8 (a) To realize the optimum public benefits of trees on the City's streets and
9 public places, including favorable modification of microclimates, abatement of air and noise
10 pollution, reduction of soil erosion and runoff, enhancement of the visual environment, and
11 promotion of community pride;

12 (b) To integrate street planting and maintenance with other urban elements
13 and amenities, including but not limited to utilities, vehicular and pedestrian traffic, and
14 enhancement of views and solar access;

15 (c) To promote efficient, cost effective management of the City's urban forest
16 by coordinating public and private efforts within a comprehensive and professional
17 management system;

18 (d) To reduce the public hazard, nuisance, and expense occasioned by
19 improper tree selection, planting, and maintenance;

20 (e) To provide for the creation of an equitable, sustained, and reliable means
21 of funding urban-forest management throughout the City;

22 (f) To create and maintain a unified urban-forest resource, enhancing the
23 City's overall character and sense of place.

1 (g) To recognize that trees are an essential part of the City's aesthetic
2 environment and that the removal of important trees should be addressed through appropriate
3 public participation and dialogue, including the California Environmental Quality Act (Public
4 Resources Code Sections 21000 et seq.

5 SEC. 802. DEFINITIONS.

6 Unless the context specifically indicates otherwise,

7 (a) "Administrative cost" shall mean 20 percent of the Department's actual
8 replacement cost, or a minimum of \$100, whichever is greater.

9 (b) "City" shall mean the City and County of San Francisco.

10 (c) "Community Boards" of San Francisco shall mean the neighborhood
11 mediation/dispute settlement service established under the auspices of The Community Board
12 Program, Inc.

13 (d) "Department" shall mean the Department of Public Works of the City and County
14 of San Francisco.

15 (e) "Director" shall mean the Director of the Department of Public Works or the
16 Director's designee.

17 (f) "Ex officio" shall mean a current employee of any City department, or California
18 or federal agency whose appointment to the ~~Tree Board~~ Urban Forestry Council has been
19 approved by the Director of the Department of the Environment.

20 (g) "Injure" or "injury" shall mean any act which harms or damages a tree, including
21 but not limited to impact, cutting, carving, painting, transplanting, or knocking over, and
22 includes but is not limited to the following: injurious attachment of any rope, wire, nail,
23 advertising poster, or other contrivance to any street tree ~~as set forth in Sections 675 and 675.1 of~~
24 ~~the Municipal Police Code~~ subject to the provisions of this Article; intentionally or negligently
25

1 allowing any gaseous, liquid, or solid substance that is harmful to a tree to come into contact
2 with a tree; setting fire or intentionally or negligently permitting any fire to burn when such fire
3 or the heat therefrom will injure any part of any tree; pruning which in and of itself will kill or
4 cause a tree to decline; or severing of all or part of a tree.

5 (h) "In-lieu fee" shall mean a fee deposited into the Adopt-A-Tree Fund and
6 imposed by the Director. The in-lieu fee shall be equal to the replacement value of a tree(s) to
7 be removed or trees that have been destroyed or as otherwise specified in Section 811. In the
8 case of trees required to be planted by Section 143 of the City Planning Code, yet excused
9 under Section 143(d) of the Planning Code, the in-lieu fee shall be equal to the City's cost to
10 plant and water a tree for two years.

11 (i) "Interested San Francisco organization" shall mean a San Francisco
12 organization or individual that has made a written request to the Department for notification of
13 proposed ~~street~~-tree removals in a specified area(s) or neighborhood(s).

14 (j) "Landmark tree" shall mean a tree so designated pursuant to Section 810 of this
15 Article.

16 (k) "Landscape material" shall mean any tree, shrub, groundcover or other plant.

17 (l) "Maintenance" shall mean those actions necessary to promote the life, growth,
18 health, or beauty of a tree. Maintenance includes both routine and major activities. "Routine
19 maintenance" shall include adequate watering to ensure the tree's growth and sustainability;
20 weed control; removal of tree-well trash; staking; fertilizing; routine adjustment and timely
21 removal of stakes, ties, tree guards, and tree grates; bracing; and sidewalk repairs related to
22 the tree's growth or root system pursuant to Section 706 of this Code. "Major maintenance"
23 shall include structural pruning as necessary to maintain public safety and to sustain the
24 health, safety, and natural growth habit of the tree; pest and disease-management procedures
25

1 as needed and in a manner consistent with public health and ecological diversity; replacement
2 of dead or damaged trees. Pruning practices shall be in compliance with International Society of
3 Aboriculture Best Management Practices and ANSI Pruning Standards, whichever is more protective
4 of tree preservation.

5 (m) "Median strip" shall mean the dividing area in the public way between opposing
6 lanes of vehicular traffic.

7 (n) "Notice" shall mean written notice by personal delivery or by mailing, either by
8 letter or postal card, postage prepaid to the last known address as the same appears on the
9 City's most recent assessment rolls.

10 (o) "Nuisance Hazard tree" shall mean any tree that poses an imminent hazard to
11 person or property. The Director may determine that a tree may be deemed is a nuisance
12 hazard if it or any part of it: (1) appears dead, dangerous, or likely to fall, even after proper
13 maintenance activities are performed to eliminate dead or dangerous parts; (2) obstructs or
14 damages a street, or sidewalk, or other existing structure; (3) harbors a serious disease or
15 infestation threatening the health of other trees; (4) interferes with vehicular or pedestrian
16 traffic; or (5) obstructs official street cleaning activities; or (6) poses any other significant
17 hazard or potential hazard, as determined by the Director; provided, however, that feasible
18 measures have been applied to abate any such hazard, such as applicable maintenance
19 activities listed in Section 802(l) of this Article. The Director's determination shall be in writing.

20 (p) "Person" shall mean any individual, firm, partnership, association, corporation,
21 company, or organization of any kind.

22 (q) "Planting" shall mean putting or setting into the ground or into a container to
23 grow and irrigating until self-sufficient.
24
25

1 (r) "Removal" shall mean any intentional or negligent moving, carrying away,
2 elimination or taking away of part or all of a tree.

3 (s) "Replacement value" shall mean the actual cost to the Department of replacing
4 a tree or landscape material removed or destroyed with a comparable size and species of tree
5 or with comparable landscape material. Certain trees or landscape material, because of their
6 size, species or historical significance, cannot be replaced from available nursery stock. In
7 such case, "replacement value" shall be determined pursuant to the valuation formula
8 adopted by the International Society of Arboriculture, as amended from time to time, plus the
9 Department's actual costs to replace the tree. "Replacement value" shall include the
10 Department's administrative costs.

11 (t) "Sidewalk" shall mean the area between the curbing and the abutting private
12 property lot line, whether paved or unpaved, as legislated by the Board of Supervisors and as
13 reflected in the Department's official maps.

14 (u) "Significant Tree" shall mean a tree so defined in Section 810A of this Article.

15 (v) "Street" shall mean the vehicular travel-way portion of any public street, avenue,
16 boulevard, lane, road, parkway, freeway, or other public way.

17 (~~vow~~) "Street tree" shall mean any tree growing within the public right-of-way, including
18 unimproved public streets and sidewalks, and any tree growing on land under the jurisdiction
19 of the Department.

20 (~~wax~~) "Tree" shall mean any large perennial plant having a woody trunk(s), branches,
21 and leaves. Trees also shall include palm trees.

22 (~~x~~) ~~"Tree Advisory Board" or "Tree Board" shall mean a board of private citizens to be~~
23 ~~appointed and to perform specific duties as set forth in Section 803 of this Article.~~

1 (y) "Urban forest" shall mean all trees on public streets and rights-of-way within the
2 borders of the City and County of San Francisco, ~~and~~ any trees growing on land subject to the
3 jurisdiction of the Department, and any other trees subject to the provisions of this Article.

4 (z) "Urban Forestry Council" shall mean the Urban Forestry Council as established under
5 the Environment Code Chapter 12.

6 SEC. 803. ~~TREE ADVISORY BOARD; ESTABLISHMENT; APPOINTMENT~~ URBAN
7 FORESTRY COUNCIL; ADDITIONAL POWERS AND DUTIES.

8 (a) ~~There is hereby established an advisory board to be known as the Tree Advisory Board~~
9 ~~consisting of nine private citizens, at least three of whom shall be professionally trained and~~
10 ~~experienced in a tree-related field. All members of the Tree Board shall serve without compensation.~~
11 ~~Members shall be appointed by the Director for a term of four years and shall serve at the Director's~~
12 ~~pleasure. All terms shall commence 30 days after the enactment of this Article. Members may serve~~
13 ~~successive terms without limitation. At least one member shall be selected from a list of persons~~
14 ~~nominated by the Director, one from a list nominated by the Mayor, and one from a list nominated by~~
15 ~~the Board of Supervisors. At least one Department representative shall serve as an ex officio nonvoting~~
16 ~~member of the Tree Board. Any City agency, State agency, or federal agency may request of the~~
17 ~~Director an appointment to the Tree Board as an ex officio nonvoting member.~~

18 (b) ~~The Tree Board shall meet at least six times a year and shall establish its own operating~~
19 ~~procedures which, at a minimum, shall meet the public notice, meeting, voting, agenda and other~~
20 ~~procedural requirements of Section 3.500 of the San Francisco Charter.~~

21 (c) ~~The Tree Board~~ Urban Forestry Council shall serve in an advisory capacity to the
22 Director or his designee on matters relating to this Article and to tree management in the City.
23 The responsibilities of the ~~Tree Board~~ Urban Forestry Council may include but shall not be
24 limited to the following:
25

- 1 (1) Studying the problems and determining the needs of the City concerning
2 its street tree planting and maintenance programs, and advising the Director in this regard;
- 3 (2) Preparing for the Director an annual report detailing the state of the urban
4 forest;
- 5 (3) Recommending to the Director appropriate species of trees to be planted
6 on City streets or other areas under the Department's jurisdiction;
- 7 (4) Working with the Community Boards of San Francisco in developing
8 guidelines, standards, and procedures for the mediation of conflicts between property owners
9 over the protection of views, solar access, planting/removal of trees, and other tree-related
10 issues;
- 11 (5) Working with the Director concerning the maintenance of an Urban
12 Forestry Management Plan;
- 13 (6) Developing and recommending for Board of Supervisors' adoption
14 uniform criteria for establishing designating "landmark" status for trees under the jurisdiction of
15 the Department and uniform criteria, rules, and procedures for the removal of "landmark" trees
16 pursuant to Section 810;
- 17 (7) Making recommendations to the Director on appeals of applications for
18 tree removal;
- 19 (8) Recommending to the Director information to be distributed to the public
20 concerning the selection, planting, and maintenance of trees throughout the City; and
- 21 (89) Recommending to the Director desirable City tree programs and
22 activities, including legislation and funding mechanisms.

23 (b) The Urban Forestry Council shall perform such other duties assigned to it under the
24 Municipal Codes.

25

1 SEC. 804. JURISDICTION.

2 (a) Department's Jurisdiction. The Department shall have jurisdiction over the
3 planning, planting, maintenance, and removal of trees in any street or other public right-of-way
4 as defined in Section 244 of this Code; over any landscape material in any street median,
5 center strip, or other landscaped portion of a public right-of-way; over trees and other
6 landscape material in other public spaces under the jurisdiction of the Department; ~~and~~ over
7 nuisance hazard trees on private property ~~only~~ as specified in Section 809 and 810A of this
8 Article; over landmark trees as specified in Section 810; and over significant trees as specified in
9 Section 810A.

10 SEC. 806. PLANTING AND REMOVAL OF STREET TREES.

11 (a) Planting and Removal by the Department.

12 (1) Planting. The Department may determine to plant a new tree(s) in a
13 sidewalk or public right-of- way. When the Department determines to plant a new street
14 tree(s), the Department will undertake maintenance responsibility for such new street tree and
15 shall send a courtesy notice to the abutting property owner prior to planting such new tree.
16 Any objections to the proposed work must be submitted to the Director in writing and
17 postmarked within 30 days after notice by the Director. The Director shall consider such
18 objections and may hold a hearing, in the Director's discretion. The Director's decision on the
19 matter shall be final and nonappealable.

20 (2) Removal of Street Trees. No street tree shall be cut down or removed by
21 the Department unless:

22 (A) The Department gives 30 days' prior written notice to the owner of the
23 property abutting the affected tree; and
24
25

1 (B) Thirty days prior to the removal date, the Department notifies all
2 interested San Francisco organizations ~~and owners~~ and, to the extent practical, all owners
3 and occupants of properties that are on or across from the block face where the affected tree
4 is located. In addition, 30 days prior to the removal date, the Department shall post a notice
5 on the affected tree.

6 (3) Appeal of Tree Removal.

7 (A) If within 30 days after the giving of notice for street tree removal, as
8 specified in Subsection (a)(2), or if within 15 days after the giving of notice for removal of a
9 ~~nuisance~~ hazard street tree, as specified in Subsection (a)(4), any person files with the
10 Department written objections to the removal, the Director shall hold a hearing to consider
11 public testimony concerning the proposed tree removal. Written notice of the date, time and
12 place of the hearing shall be posted on the affected tree, provided in a newspaper of general
13 circulation, and sent to the objecting party, the owner of the property abutting the affected
14 tree, and all interested San Francisco organizations, not less than seven days prior thereto.

15 (B) The Director shall issue his or her written decision and order on the
16 objections after the public hearing specified above.

17 (C) The Director's decision shall be final and ~~nonappealable~~ appealable to the
18 Board of Appeals.

19 (4) Removal of ~~Nuisance~~ Hazard Street Trees.

20 (A) No ~~nuisance~~ hazard street tree shall be cut down or removed by the
21 Department unless:

22 (i) The Department gives 15 days' prior written notice to the owner of the
23 property abutting the affected tree; and
24
25

1 (ii) Fifteen days prior to the removal date, the Department notifies all
2 interested San Francisco organizations ~~and owners~~ and, to the extent practical, owners and
3 occupants of properties that are on or across the block face where the affected tree is located.
4 In addition, 15 days prior to the removal date, the Department shall post a notice on the
5 affected tree.

6 (B) Nuisance Hazard street tree shall have the same meaning as
7 "~~nuisance hazard~~ tree" in Section 802(o) except that a nuisance hazard street tree is located
8 within the public right-of-way and is the maintenance responsibility of the Department.

9 (5) Emergency Removal. In the case of manifest danger and immediate
10 necessity, as determined by the Director, the Department may remove any street tree
11 immediately. After such emergency removal, the Department shall ~~make a reasonable effort~~
12 ~~to notify owners~~ provide notice of the necessity for such action to the owner of the property
13 abutting the affected tree, all interested San Francisco organizations and, to the extent
14 practical, all owners and occupants of properties that are on or across from the block face
15 where the affected tree was removed ~~and interested San Francisco organizations of the~~
16 ~~necessity for such action.~~

17 (b) Planting and Removal by Persons Other Than the Department.

18 (1) Planting and Removal Permits. It shall be unlawful for any person to plant
19 or to remove any street tree without a valid permit for such work issued by the Department. All
20 permits for the planting or removal of street trees issued by the Director for residential
21 properties shall be recorded on the Report of Residential Building Records in accordance with
22 Section 351 of the Housing Code. All work associated with a street tree permit must be
23 completed within six months of issuance, unless an extension has been granted by the
24 Department.
25

1 (2) Planting. An abutting property owner who desires a permit to plant a
2 street tree shall apply to the Department on the designated form. If approved by the Director,
3 a permit to plant the specified species of tree(s) shall be issued to the applicant. There shall
4 be no administrative fee imposed for a permit to plant a street tree unrelated to property
5 development. The Director's decision on a street tree planting permit shall be final and
6 appealable to the Board of Appeals.

7 (3) Removal.

8 (A) An abutting property owner who desires a permit to remove a street tree
9 shall apply to the Department on the designated form. Such application must be accompanied
10 by an administrative fee in accordance with a fee schedule adopted by the Director. The
11 Department may grant or deny the permit in accordance with the following procedures and
12 requirements. If the Department grants a tree removal permit, it ~~may~~ shall require that another
13 street tree be planted in the place of the removed tree or impose an in-lieu fee unless it makes
14 written findings detailing the basis for waiving this requirement.

15 (B) Thirty days prior to the removal date, the Department shall give notice to
16 all interested San Francisco organizations and, to the extent practicable, the owners and
17 occupants of properties that are on or across from the block face or adjacent to where the
18 affected tree is located. In addition, ~~40~~ 30 days prior to the removal date, the Department shall
19 post a notice on the affected tree. If within ~~40~~ 30 days after the giving of such notice any
20 person files with the Department written objections to the removal, the Director shall hold a
21 hearing prior to removing the tree. Written notice of the date, time and place of the hearing
22 shall be posted on the affected tree and sent to the objecting party and all interested San
23 Francisco organizations not less than seven days prior thereto.

1 (C) The Director shall issue his or her written decision and order on the
2 objections after the public hearing specified above.

3 (D) The Director's decision shall be final and appealable to the Board of
4 Appeals.

5 (c) Planting and Removal by City Agencies, Commissions, or Other Departments. If
6 a City agency, commission, or department other than the Department of Public Works desires
7 to plant or remove a street tree, such agency, commission, or department shall be subject to
8 the provisions of Subsection (b); provided, however, that for purposes of street tree removal,
9 the notice and procedures for Director's hearings set forth in Subsections (a)(2) and (a)(3)(A)
10 and ~~(B)~~ shall apply.

11 SEC. 807. DEPARTMENT OF PUBLIC WORKS URBAN FORESTRY PROGRAM;
12 POWERS AND DUTIES.

13 (a) Arterial Planting Program. The Department shall continue its program of
14 appropriate street tree planting along major traffic routes and commercial streets throughout
15 the City.

16 (b) Neighborhood Planting Program. The Department shall continue to encourage
17 and support neighborhood planting programs. Support may include, but need not be limited
18 to, provision of trees and materials, sidewalk cutting and removal, planting labor, technical
19 advice, and organizational assistance. The Department is hereby authorized to donate such
20 funds, materials and labor to neighborhood planting programs as are deemed by the Director
21 to be in the public interest and in the interest of the promotion of the urban forest.

22 (c) Public Education. The Department shall undertake an on-going program of
23 public outreach and education in order to promote public understanding of the City's urban
24 forest and public adherence to the standards and procedures established under this Article.
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1 (d) Authority over Site Development Plans.

2 (1) The Department shall have the authority to review and comment on site
3 development plan applications received by the City's Central Permit Bureau that pertain to the
4 planting, alteration, or removal of street trees. The Department shall also have the authority to
5 review and comment on site development plan applications that pertain to the alteration or
6 removal of landmark trees designated pursuant to Section 810(a) of this Article and significant
7 trees pursuant to Section 810A of this Article. Protection of such trees during construction
8 shall be required in accordance with Section 808(c) of this Article. Removal of such trees
9 shall be subject to the applicable rules and procedures for removal set forth in Section 806,
10 810, or 810A of this Article.

11 (2) If the Zoning Administrator modifies or waives the requirements of
12 Planning Code Section 143 pursuant to Planning Code Section 143(d), the Department
13 ~~may~~shall impose an in-lieu fee of the property owner so excused. Further, if a property owner
14 is required to plant a street tree pursuant to Planning Code Section 143, the Department
15 ~~can~~shall require that the property owner maintain such tree or replace any such tree that
16 subsequently dies or is removed by any person, or pay an in-lieu fee. The Department shall
17 follow the requirements set forth herein for tree replacement or payment of an in-lieu fee
18 unless it makes written findings detailing the basis for waiving said requirements.

19 (e) Adopt-A-Tree Fund. Pursuant to Section 10.117-77 of the Administrative Code,
20 the Department shall maintain an Adopt-A-Tree Fund to enhance the urban forestry program.

21 (f) In-Lieu Planting Program. The Department shall develop and implement an In-
22 Lieu Planting Program to offset the loss of street trees, significant trees, and landmark trees due
23 to removal, destruction, or death. The In-Lieu Planting Program shall also compensate for the
24 loss of trees required to be planted by Section 143 of the Planning Code, yet excused by the
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1 Zoning Administrator pursuant to Planning Code Section 143(d). The Department ~~may~~shall
2 impose an in-lieu fee in accordance with a fee schedule adopted by the Director where a
3 street tree is destroyed, removed or is excused from planting where otherwise required by
4 Planning Code Section 143. The Department ~~may~~ also shall assess an in-lieu fee or such other
5 penalty as set forth in Section 811 as mitigation for violation of the requirements of this Article.
6 The Department shall follow the requirements set forth herein for payment of an in-lieu fee
7 unless it makes written findings detailing the basis for waiving said requirements. As set forth
8 in Section 811, in-lieu fees shall be deposited in the Adopt-A-Tree Fund.

9 (g) Tree Adoption Program. The Department shall develop and implement a tree
10 adoption program to allow persons to donate money for the purpose of tree planting and
11 maintenance. Money donated to the City and County for the purpose of tree planting and
12 maintenance shall be deposited into the Adopt-A-Tree Fund.

13 SEC. 808. PROTECTION OF TREES AND LANDSCAPE MATERIAL.

14 (a) Injury to or Destruction of Trees Prohibited. It shall be unlawful for any person to
15 intentionally, maliciously or through gross negligence injure or destroy a street tree, ~~or any~~
16 tree on City property, a significant tree, or a landmark tree. Removal of a tree under City order
17 or removal in accordance with a permit issued pursuant to Section 806, 810, or 810A of this
18 Article is exempt from this prohibition.

19 (b) Injury to or Destruction of Landscape Materials Prohibited. It shall be unlawful
20 for any person to intentionally, maliciously or through gross negligence injure or destroy any
21 landscape material in any street median, center strip, or other landscaped portion of a public
22 right-of-way under the City's jurisdiction, except as authorized by the Department.

23 (c) Construction Work: Protection of Trees Required. It shall be unlawful for any
24 person to engage in any construction work on private or public property without first taking
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1 steps to protect street trees, significant trees, and landmark trees from damage, including
2 damage caused by soil compaction or contamination, excavation, or placement of concrete or
3 other pavement or foundation material. If excavation, construction, or street work is planned
4 within the dripline of a significant tree, aAll-landmark trees or a tree on any street or other
5 publicly owned property ~~near any excavation, construction, or street work~~ said tree(s) shall be
6 adequately protected. If any construction work results in the injury or damage to such trees,
7 the responsible party(ies) may be subject to the penalties set forth in Section 811 of this
8 Article.

9 SEC. 809. NUISANCE HAZARD TREES; ABATEMENT.

10 (a) Notice to Property Owner(s). Upon a finding by the Director that a tree on private
11 property or a street tree for which a property owner is responsible is a "~~nuisance~~ hazard tree" as
12 defined herein, the Director shall provide notice to the property owner(s) which describes the
13 condition creating the ~~nuisance~~ hazard, the actions required to be taken to abate the ~~nuisance~~
14 hazard, and the date by which compliance must be completed. Required action may include
15 replacement or removal of the tree in accordance with applicable requirements and
16 procedures provided in this Article for removal of the subject tree. In cases of extreme danger,
17 as determined by the Director, the Director may require immediate compliance.

18 (b) Director of Public Works To Abate ~~Nuisance~~ Hazard if Owner Fails To Do So. If
19 the responsible property owner does not undertake in a timely manner the abatement action,
20 as required by said notice, the Director may perform necessary work to abate the
21 ~~nuisance~~hazard. The cost of such abatement, including labor, equipment, materials, inspection
22 services, and administrative costs, shall be an obligation owing by the responsible property
23 owner(s) to the City.

1 (c) Method of Enforcement and Collection of Lien. The Department shall send
2 notice of assessment of costs to the responsible property owner. Such notice shall include a
3 statement that payment is due within 60 days of the mailing date of the notice. If a responsible
4 property owner fails timely to remit payment, the Department shall send a second notice of
5 payment due. Such second notice shall include a statement that failure timely to remit
6 payment in full to the City within 30 days of the mailing of the second notice shall cause the
7 Director to institute lien proceedings pursuant to Sections 706.4-706.7 of this Code.
8 Enforcement and collection of liens for costs associated with ~~nuisance~~hazard tree abatement
9 shall be in accordance with Sections 706.4-706.7 of this Code, except that all monies received
10 in payment of such liens, with the exception of enforcement costs, shall be credited to the Adopt-
11 A-Tree Fund.

12 SEC. 810. LANDMARK TREES.

13 (a) Designation Criteria. ~~With the advice of the Tree Board and following a public~~
14 ~~hearing, the Director shall adopt criteria for the designation of landmark trees, which criteria~~
15 ~~shall include consideration of the age, size, shape, species, location, historical association,~~
16 ~~visual quality, or other contribution to the City's character. Upon the recommendation of the~~
17 ~~Director, the Board of Supervisors may designate as a "landmark tree" any street tree or any~~
18 ~~tree on property under the jurisdiction of the Department meeting the criteria adopted by the~~
19 ~~Director, or may rescind such designations. Any person seeking to have a tree designated as~~
20 ~~a landmark must pay all costs related to the Board of Supervisors hearing.~~

21 ~~—— (b) Advise the Zoning Administrator. Upon request by the Zoning~~
22 ~~Administrator, the Director shall advise the Zoning Administrator regarding landmark trees on~~
23 ~~a proposed construction site. The Department shall propose measures to protect landmark~~
24 ~~trees on a construction site against damage to trunk, roots, and branches.~~

1 ~~(c) Removal; Special Permit Required. Except in the case of manifest danger~~
2 ~~and immediate necessity, landmark trees shall be removed only upon a determination of the~~
3 ~~Board of Supervisors following a public hearing. The Director shall issue criteria governing~~
4 ~~such determinations. If the Board of Supervisors determines that removal of a landmark tree~~
5 ~~is necessary or permissible, it may impose such reasonable conditions on the permit for~~
6 ~~removal as it deems necessary to compensate for the loss of the tree, including but not limited~~
7 ~~to the replacement value of the tree, and administrative costs, or contribution to the Adopt-A-~~
8 ~~Tree Fund. Any person seeking permission to remove a landmark tree must pay all costs~~
9 ~~related to the Board of Supervisors hearing. The Urban Forestry Council shall develop and~~
10 ~~recommend for adoption by the Board of Supervisors uniform criteria for the designation of~~
11 ~~landmark trees, which criteria shall include consideration of the age, size, shape, species,~~
12 ~~location, historical association, visual quality, or other contribution to the City's character, as~~
13 ~~set forth Section 810(f)(4)(A)-(E) below. Upon adoption by the Board of Supervisors, the~~
14 ~~designation criteria shall apply to all trees within the territorial limits of the City and County of~~
15 ~~San Francisco. Pending adoption of criteria for designation of landmark trees, the Urban~~
16 ~~Forestry Council, affected City departments, and the Board of Supervisors shall rely on the~~
17 ~~general criteria set forth in Section 810(f)(4)(A)-(E).~~

18 (b) Designation Process.

19 (1) Nominations. A tree may be nominated for designation as a landmark
20 tree by any of the following parties: (i) the property owner whose property contains the
21 subject tree by a written request to the Urban Forestry Council; (ii) the Board of Supervisors,
22 Planning Commission, or Landmarks Preservation Advisory Board by adoption of a resolution
23 of intent to nominate a tree for landmark status; or (iii) the director of any City agency or
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1 department by filing a nomination letter with the Urban Forestry Council. Each tree nominated
2 for landmark tree status shall be the subject of a separate individual nomination.

3 (2) Content of Nominations. Nominations shall be made in writing to the
4 Urban Forestry Council and shall include the basis for the nomination, which may address one
5 or more of the adopted designation criteria, including the factors listed below in Section
6 810(f)(4)(A)-(E) below; the lot, assessor's block, and street address of the subject property;
7 one or more pictures of the tree; and any other information that the nominating property owner
8 or entity believes would be pertinent to the nomination.

9 (3) Urban Forestry Council Hearing and Determination. The Urban Forestry
10 Council shall hold a public hearing on a nomination within 60 days of receipt of a completed
11 nomination request, and shall determine whether the tree qualifies as a landmark tree
12 pursuant to the adopted designation criteria. After the conclusion of the public hearing, the
13 Urban Forestry Council shall adopt written findings that specify the basis for its decision to
14 approve or reject the nomination and shall forward these findings to the applicant for the
15 nomination and the affected property owner. If the Urban Forestry Council determines that
16 the subject tree meets the adopted designation criteria, it shall forward said decision to the
17 Director, as to a tree on private property, or to the subject City agency, commission or
18 department, as to a tree on City-owned property. If the Urban Forestry Council rejects the
19 nomination, the Council shall not accept a new request for the subject tree for three years
20 from the date of its decision. If the Urban Forestry Council determines that a tree qualifies as
21 a landmark tree, its written findings on the nomination shall be forwarded, along with any
22 recommendations of relevant City agencies, commissions or departments, to the Board of
23 Supervisors for its consideration pursuant to Section 810(b)(4) of this Article. If the Urban
24 Forestry Council fails to forward said findings to the Board of Supervisors within 90 days of
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1 the Urban Forestry Council's receipt of the nomination request, the Board of Supervisors may
2 in its discretion, schedule a public hearing on the nomination, in which event, the failure of the
3 Urban Forestry Council to forward said findings within the 90 day period shall constitute its
4 approval of the nomination.

5 (4) Designation. Upon the recommendation of the Urban Forestry Council,
6 the Board of Supervisors may designate as a "landmark tree" any tree within the territorial
7 limits of the City and County of San Francisco that meets the adopted designation criteria, or
8 may rescind such designations. If the Urban Forestry Council does not issue findings in a
9 timely manner pursuant to Subsection (b)(3), the Board of Supervisors shall adopt its own
10 findings as part of the designation of a landmark tree.

11 (c) Landmark Tree Designation Recorded Notice and Official Book. Upon Board of
12 Supervisors designation of a landmark tree, the Department or affected agency shall record a
13 notice on the subject property concerning the landmark tree. The Department also shall
14 record the landmark tree designation in an official book entitled Landmark Trees. If the
15 landmark tree is a street tree under the maintenance responsibility of the Department, the
16 Department shall record the landmark tree designation in a separate section of the Landmark
17 Tree book that is reserved for those landmark trees under the maintenance responsibility of
18 the Department. The Department shall maintain this book for public review and update it on a
19 regular basis with the assistance of affected agencies.

20 (d) Temporary Designation of Landmark Tree Status. At the time a member of the
21 Board of Supervisors introduces a resolution of intent to initiate a nomination and submits to
22 the Clerk of the Board of Supervisors the information required for a landmark tree nomination
23 request as set forth in Section 810(b)(2), the subject tree shall be temporarily designated as a
24 landmark tree ("temporary designation") and be subject to the provisions governing landmark
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1 trees set forth herein while proceedings are pending on the landmark tree designation. At the
2 time the Planning Commission or Landmarks Preservation Advisory Board adopts a resolution
3 of intent to initiate a nomination, temporary designation of the subject tree shall occur. If the
4 Director of the Department or the director of any other City agency, commission or department
5 initiates landmark tree designation, temporary designation shall occur when the Urban
6 Forestry Council adopts a resolution determining that the subject tree qualifies for landmark
7 tree status. In addition, the Director of the Department shall have the authority to issue an
8 emergency order that temporarily designates a tree on private property or on any property
9 under the jurisdiction of the Department to prevent the immediate removal of a tree. Upon
10 initiation of a nomination pursuant to this Section, the entity initiating nomination shall
11 immediately inform the Director who shall immediately cause a notice to be provided to the
12 relevant department or private property owner informing them of the special permit and
13 approval requirements pursuant to Section 810(f). If 180 days have elapsed from the date of
14 temporary designation and final action on landmark tree designation has not been completed,
15 the temporary designation status for the subject tree shall expire unless the Board of
16 Supervisors adopts a resolution to extend the temporary designation. Such extension shall
17 not exceed 90 additional days. Although the subject tree ultimately may be designated as a
18 landmark tree sometime after expiration of temporary designation status, once the temporary
19 designation has expired, the affected tree shall not be subject to a new temporary designation
20 for at least two years from the date of temporary designation. If the Urban Forestry Council
21 rejects a nomination under subsection (b)(3), the temporary designation shall automatically
22 terminate.

23 (e) Zoning Administrator. The Zoning Administrator shall be required to identify
24 designated landmark tree(s) on proposed development or construction sites and to notify the
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1 Urban Forestry Council and the Department or affected City agency, commission or
2 department. The Zoning Administrator and the Department or such other City Agency,
3 commission or department with jurisdiction, shall be required to impose measures to protect
4 such landmark trees on a construction site against damage to trunk, roots, and branches in
5 accordance with Section 808(c) of this Article. Removal of such trees shall be subject to the
6 rules and procedures for removal of landmark trees provided in this Section.

7 (f) Removal Criteria and Procedures.

8 (1) Removal Criteria. The Urban Forestry Council shall develop and
9 recommend for adoption by the Board of Supervisors uniform criteria, rules, and procedures
10 governing determinations to remove landmark trees. Removal criteria shall require
11 consideration and written findings on all of the factors related to the landmark tree as set forth
12 in Section 810(g)(4), below, and shall not authorize the removal of a landmark tree unless the
13 it constitutes a hazard tree pursuant to Section 802(o). Public notice, in accordance with the
14 requirements of Section 806(a)(2), and a hearing shall be required.

15 (2) Removal on Private Property; Special Permit Required. A property owner
16 who desires a permit to remove a landmark tree shall apply to the Department on the
17 designated form. Such application must be accompanied by an administrative fee in
18 accordance with a fee schedule adopted by the Director. Except in the case of manifest
19 danger and immediate necessity, landmark trees on private property shall be removed only
20 after the Director's determination and issuance of a permit, following a public hearing. If the
21 Director determines that removal of a landmark tree is necessary or permissible in
22 accordance with the adopted removal criteria, the Director may impose such reasonable
23 conditions on the permit for removal as he or she deems necessary to compensate for the
24 loss of the tree, including but not limited to the replacement value of the tree, administrative
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1 costs, and contribution to the Adopt-A-Tree Fund. The Director's determination shall be final
2 and appealable to the Board of Appeals. Any person seeking permission to remove a
3 landmark tree must pay all costs related to the permit process and public hearings. Pending
4 adoption of criteria for removal of landmark trees, the Department shall rely on the general
5 criteria set forth in Section 810(f)(4)(A)-(F).

6 (3) Removal on City-owned Property; Special Approval Required. Removal
7 of a landmark tree(s) on City property under the jurisdiction of any City agency, commission,
8 or department shall be subject to the criteria, rules, and procedures adopted by the Board of
9 Supervisors pursuant to Section 810(f)(1), above, including the process for public notice and a
10 hearing prior to removal of the tree. After following said criteria, rules, and procedures, the
11 subject City agency, commission, or department shall make its decision on removal of a
12 landmark tree(s). Such decision is final and nonappealable. Pending the Board of
13 Supervisor's adoption of the criteria, rules, and procedures pursuant to Section 810(f)(1), the
14 agency, commission, or department shall follow the general criteria of Subsection (f)(4)(A)-(F)
15 and similar rules and procedures for removal of street trees as set forth in Section 806(c) and
16 for removal of hazard trees as set forth in this Section 806(a)(4). This Subsection shall not
17 supercede the Charter jurisdiction that has been granted to any City agency, commission, or
18 department.

19 (4) Required Findings. As part of any determination that authorizes removal
20 of any landmark tree, the City entity making such determination shall, in addition to the
21 adopted removal criteria, consider and make written findings on each of the following factors
22 related to the tree:

23 (A) Size, age, and species;
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1 (B) Visual characteristics, including the tree's form and whether it is a
2 prominent landscape feature;

3 (C) Cultural or historic characteristics, including whether the tree has
4 significant ethnic appreciation or historical association or whether the tree was part of a
5 historic planting program that defines neighborhood character;

6 (D) Ecological characteristics, including whether the tree provides
7 important wildlife habitat, is part of a group of interdependent trees, provides erosion control,
8 or acts as a wind or sound barrier;

9 (E) Locational characteristics, including whether the tree is in a high
10 traffic area or low tree density area, provides shade or other benefits to multiple properties,
11 and is visually accessible from the public right-of-way; and

12 (F) One or more criteria that qualify the tree as a hazard tree pursuant
13 to Section 802(o).

14 (5) Emergency Removal on Private Property. In the case of manifest danger
15 and immediate necessity, as determined by the Director, the Director may remove or require
16 the responsible owner(s) to remove a landmark tree immediately. After such emergency
17 removal, the Director shall provide written notice of the necessity for such action to the Board
18 of Supervisors and the Urban Forestry Council and shall also provide such notice to all
19 interested San Francisco organizations and, to the extent practical, to the owners and
20 occupants of properties that are on or across from the block face where the affected tree was
21 removed. If the Department incurs any costs related to an emergency removal, said costs,
22 including labor, equipment, materials, inspection services, and administrative costs, shall be
23 an obligation owing by the responsible owner(s) to the City. Removal of a landmark tree
24 pursuant to this Subsection is not subject to Section 810(f)(4) above.

1 (6) Emergency Removal on City-owned Property. In the case of manifest
2 danger and immediate necessity, as determined by the director or general manager of the
3 subject agency, commission, or department, the subject agency, commission, or department
4 may remove a landmark tree within its jurisdiction immediately. After such emergency
5 removal, the subject agency, department, or commission shall provide written notice of the
6 necessity of such action to the Board of Supervisors, Urban Forestry Council and Department
7 of Public Works and shall also provide such notice to all interested San Francisco
8 organization and, to the extent practical, the owners and occupants of properties that are on
9 or across from the block face where the affected tree was removed. Removal of a landmark
10 tree pursuant to this Subsection is not subject to Section 810(f)(4) above.

11 (g) If a landmark tree(s) has been designated as part of a local historic district or
12 landmark under Article 10 of the Planning Code, removal of such tree shall be subject to the
13 procedures set forth in the Planning Code Article 10 in addition to the requirements of
14 Subsection 810(f) above. In the case of a conflict between Section 810(f) and the Article 10
15 designation, the more restrictive provisions shall apply.

16 SEC. 811. PENALTIES FOR VIOLATION OF ORDINANCE.

17 (a) Criminal Penalties. Violation of any of the provisions of Sections 806, 808, and
18 810(e)(f)(1), and 810A(b) of this Article shall be chargeable as an infraction or a misdemeanor.
19 Every violation determined to be an infraction is punishable by a fine of \$200 for a first
20 violation and \$400 for each additional violation within one year. Every violation determined to
21 be a misdemeanor is punishable by a fine not exceeding \$1,000 and/or imprisonment in the
22 County Jail for a period not to exceed six months, for each offense.

23 (b) ~~Administrative~~ Civil Penalties and Fees.
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1 (1) The Director may call upon the City Attorney to maintain an action for
2 injunction to restrain or summary abatement to cause the correction or abatement of the violation of
3 this Article, and for assessment and recovery of a civil penalty and reasonable attorney's fees for such
4 violation.

5 (2) Any person who violates this Article may be liable for a civil penalty, not to
6 exceed \$500 for each day such violation is committed or permitted to continue, which penalty shall be
7 assessed and recovered in a civil action brought in the name of the people of the City by the City
8 Attorney in any court of competent jurisdiction. In assessing the amount of the civil penalty, the court
9 may consider any one or more of the relevant circumstances presented by any of the parties to the case,
10 including, but not limited to, the following: the nature and seriousness of the misconduct, the number of
11 violations, the persistence of the misconduct, the length of time over which the misconduct occurred;
12 and the wilfulness of the defendant's misconduct. The City Attorney also may seek recovery of the
13 attorneys' fees and costs incurred in bringing a civil action pursuant to this Section.

14 (c) Administrative Penalties.

15 (1) In addition to the penalties set forth in Subsections (a) and (b) above, the
16 Director may require any person who removes, ~~damages~~injures, or destroys a tree in violation
17 of the provisions of this Article ~~shall to~~ pay a sum of money equal to the tree's replacement
18 value or the diminishment of the tree's value as set forth in the current edition of the Guide for
19 Plant Appraisal (Council of Tree and Landscape Appraisers). In no case shall the administrative
20 penalty be less than \$500 per violation. When one or more additional violations occur within one year
21 of the first violation, the Director may assess a responsible party double the tree's replacement value or
22 the diminishment of the tree's value. Depending on the nature and seriousness of the misconduct,
23 including unpermitted removal of or damage to a landmark or significant tree; the number of
24 violations; the persistence of the misconduct; the length of time over which the misconduct occurred;

1 or the wilfulness of the defendant's misconduct, the Director may assess additional penalties in excess
2 of the amounts specified above. In addition to the administrative penalty assessed pursuant to this
3 Section, the Director may assess enforcement costs to cover the reasonable costs incurred in enforcing
4 the administrative penalty, including reasonable attorneys' fees. Any and all amounts paid or
5 collected pursuant to this subsection, with the exception of enforcement costs, shall be deposited
6 into the Adopt-A-Tree Fund.

7 (2) The Department shall send notice of the assessment of administrative
8 ~~civil~~ penalties to the responsible ~~property owner~~ party. Such notice shall include a statement
9 that payment is due within 60 days of the mailing date of the notice. If a responsible property
10 owner fails timely to remit payment, the Department shall send a second notice of payment
11 due. Such second notice shall include a statement that failure timely to remit payment in full to
12 the City within 30 days of the mailing of the second notice shall cause the Director to institute
13 lien proceedings pursuant to Sections 706.4 - 706.7 of this Code. Enforcement and collection
14 of liens for costs associated with ~~nuisance~~ hazard tree abatement shall be in accordance with
15 Sections 706.4 - 706.7 of this Code, except that all monies received in payment of such liens
16 with the exception of enforcement costs, shall be credited to the Adopt-a-Tree Fund.

17 Section 3. The San Francisco Public Works Code is hereby amended by adding
18 Section 810A, to read as follows:

19 SEC. 810A. SIGNIFICANT TREES.

20 (a) Definition. For purposes of this Section, a significant tree shall be a tree: (1) on
21 property under the jurisdiction of the Department of Public Works or (2) on privately owned-
22 property with any portion of its trunk within 10 feet of the public right-of-way, and (3) that
23 satisfies at least one of the following criteria: (a) a diameter at breast height (DBH) in excess
24 of twelve (12) inches, (b) a height in excess of twenty (20) feet, or (c) a canopy in excess of
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1 fifteen (15) feet. The Director may deem a significant tree a hazard tree if such tree satisfies
2 the provisions of Section 802(o). A landmark tree shall not be treated as a significant tree
3 even if the landmark tree meets one or more of the abovementioned criteria. A landmark tree
4 shall be governed by the provisions of Section 810.

5 (b) Removal; Requirements.

6 (1) Removal of a significant tree(s) on privately-owned property shall be
7 subject to the rules and procedures governing permits for removal of street trees as set forth
8 in Section 806(b).

9 (2) Removal of a significant tree(s) that are the responsibility of the
10 Department shall be subject to the rules and procedures governing permit for Departmental
11 removal of street trees as set forth in Section 806(a).

12 (3) If the Director determines that a significant tree is a hazard tree, this
13 Article's provisions applicable to removal of a hazard tree shall apply.

14 (4) Emergency Removal. In the case of manifest danger and immediate
15 necessity, as determined by the Director in writing, the Director may remove or require the
16 responsible owner(s) to remove a significant tree immediately. After such emergency
17 removal, the Department shall provide written notice to all interested San Francisco
18 organizations and, to the extent practical, owners and occupants of properties that are on or
19 across from the block face where the affected tree was removed of the necessity for such
20 action. If the Department incurs any costs related to an emergency removal, said costs,
21 including labor, equipment, materials, inspection services, and administrative costs, shall be
22 an obligation owing by the responsible owner(s) to the City. Removal of a significant tree
23 pursuant to this Subsection is not subject to Subsection (c) below.

1 (c) As part of the Director's determination to authorize removal of a significant tree,
2 the Director shall consider the following factors related to the tree:

3 (1) Size, age, and species;

4 (2) Visual and aesthetic characteristics, including the tree's form and whether
5 it is a prominent landscape feature or part of a streetscape;

6 (3) Cultural or historic characteristics, including whether the tree has
7 significant ethnic appreciation or historical association or whether the tree was part of a
8 historic planting program that defines neighborhood character;

9 (4) Ecological characteristics, including whether the tree provides important
10 wildlife habitat, is part of a group of interdependent trees, provides erosion control, or acts as
11 a wind or sound barrier;

12 (5) Locational characteristics, including whether the tree is in a high traffic
13 area or low tree density area, or provides shade or other public benefits;

14 (6) Whether the tree constitutes a hazard tree as set forth in Section 802(o);
15 and

16 (7) Whether the tree has been maintained as set forth in Section 802(l).

17 (d) Zoning Administrator. The Zoning Administrator shall be required to identify
18 significant tree(s) on proposed development or construction sites and to notify the
19 Department. The Zoning Administrator and the Department shall be required to impose
20 measures to protect such significant trees on a construction site against damage to trunk,
21 roots, and branches in accordance with Section 808(c) of this Article. Removal of such trees
22 shall be subject to the rules and procedures for removal of significant trees provided in this
23 Section.

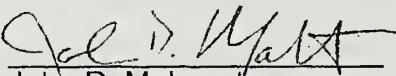
24 Section 34. This section is uncodified.

1 (a) The powers and duties of the Tree Advisory Board, set forth in Public Works Code
2 Section 803, pursuant to the Board of Supervisors Ordinance No. 165-95, Clerk of the Board
3 of Supervisors File No. 97-958, are transferred to the Urban Forestry Council pursuant to this
4 Ordinance, and the Tree Advisory Board is hereby dissolved.

5 (b) The Office of the Legislative Analyst shall prepare a report to the Board of
6 Supervisors on all possible financial incentives, including, but not limited to, tax credits, tax
7 rebates, and subsidized tree care, for residents or businesses whose properties contain
8 designated landmark trees.

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12 APPROVED AS TO FORM:
13 DENNIS J. HERRERA, City Attorney

14 By:



15 John D. Malamut
16 Deputy City Attorney
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City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails Ordinance

File Number: 051458

Date Passed:

Ordinance amending the Public Works Code by amending Section 801 to add to the purposes; by amending Section 802 to modify various definitions; amending Sections 802, 806, and 809 to redefine nuisance trees as hazard trees; amending Sections 802 and 803 authorizing the Urban Forestry Council to succeed to the powers and duties of the Tree Advisory Board and to assume new duties; amending Section 806 to allow for appeals of decisions concerning removal of street trees that are the responsibility of City departments and to extend the notice period to 30 days for removal of street trees that are the responsibility of private property owners; amending Sections 806 and 807 to require imposition of in lieu fees under specified circumstances; adding Section 810A to define significant trees and establish a regulatory program governing their removal; amending Sections 804, 807, and 808 to make conforming changes regarding significant trees; amending Sections 804, 807, 808, and 810 concerning landmark trees and procedures to designate, nominate, and remove landmark trees; amending Section 811 to create civil penalties and fines and to modify provisions on administrative penalties; requiring the Office of the Legislative Analyst to prepare a report concerning financial incentives related to landmark trees; and making environmental findings.

September 27, 2005 Board of Supervisors — CONTINUED

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell,
McGoldrick, Mirkarimi, Peskin, Sandoval

October 11, 2005 Board of Supervisors — AMENDED, AN AMENDMENT OF THE WHOLE
BEARING SAME TITLE

Ayes: 10 - Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick,
Mirkarimi, Peskin, Sandoval
Excused: 1 - Alioto-Pier

October 11, 2005 Board of Supervisors — CONTINUED

Ayes: 10 - Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick,
Mirkarimi, Peskin, Sandoval
Excused: 1 - Alioto-Pier

October 18, 2005 Board of Supervisors — CONTINUED

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell,
McGoldrick, Mirkarimi, Peskin, Sandoval

November 1, 2005 Board of Supervisors — AMENDED, AN AMENDMENT OF THE WHOLE
BEARING SAME TITLE

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell,
McGoldrick, Mirkarimi, Peskin, Sandoval

November 1, 2005 Board of Supervisors — RE-REFERRED: City Operations and Neighborhood Services Committee

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

January 10, 2006 Board of Supervisors — PASSED ON FIRST READING

Ayes: 8 - Ammiano, Daly, Dufty, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

Noes: 2 - Elsbernd, Ma

Excused: 1 - Alioto-Pier

January 17, 2006 Board of Supervisors — FINALLY PASSED

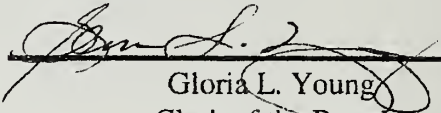
Ayes: 7 - Daly, Dufty, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

Noes: 3 - Alioto-Pier, Elsbernd, Ma

Excused: 1 - Ammiano

File No. 051458

I hereby certify that the foregoing Ordinance was FINALLY PASSED on January 17, 2006 by the Board of Supervisors of the City and County of San Francisco.


Gloria L. Young
Clerk of the Board

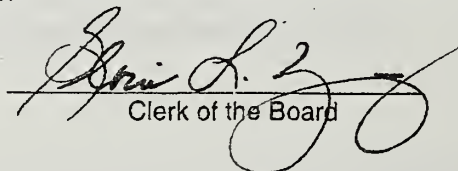
JAN 20 2006

Date Approved

Mayor Gavin Newsom

Date: January 27, 2006

I hereby certify that the foregoing ordinance, not being signed by the Mayor within the time limit as set forth in Section 3.103 of the Charter, became effective without his approval in accordance with the provision of said Section 3.103 of the Charter.


Clerk of the Board

File No.
051458



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT

URBAN FORESTRY COUNCIL

DRAFT MINUTES

Tuesday, February 27, 2007 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

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1. **CALL TO ORDER.** The meeting was called to order at 5:40 p.m.
2. **ROLL CALL.** Present: Chair Milne, Vice-Chair Quirke (5:42 p.m.), Members Blair, Boss, Cohen, Costello, Habert, Sherk (5:42 p.m.), Miller, and Sustarich. Excused: Members Griswold, Marks, Nervo, Rodgers, and Sacamano.
3. **ACTION:** Adoption of minutes of the January 26, 2007 Urban Forestry Council Regular Meeting. Upon Motion by Member Boss and second by Member Sustarich, the January 26, 2007 Meeting Minutes were approved (AYES: Chair Milne, Members Blair, Boss, Cohen, Costello, Habert, Miller and Sustarich; Absent: Vice-Chair Quirke and Members Griswold, Marks, Nervo, Rodgers, Sherk and Sacamano) (Explanatory Document: Approved Minutes of the January 26, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=54874.)
4. **DISCUSSION and ACTION:** The Urban Forestry Council heard the Landmark Tree Committee recommendations for trees nominated for landmark tree status at the following addresses:

holly (*Ilex altaclarensis*) at 733 27th Avenue (Explanatory Document: Board of Supervisors Resolution of Intent to Nominate (PDF) http://sfgov.org/site/uploadedfiles/BOSresolution_0012-07.pdf), Nomination Form (Word) http://sfgov.org/site/uploadedfiles/Nomination_holly_73327thave.doc, Support Documentation (PDF) http://sfgov.org/site/uploadedfiles/Supportdocs_holly_73327thAve.PDF, Staff Evaluation Form <http://sfgov.org/site/uploadedfiles/EvaluationhollyGMA.doc>, Petition (PDF) http://web1.sfgov.org/site/uploadedfiles/holly_petition.PDF, Photos (Word) http://web1.sfgov.org/site/uploadedfiles/Item4Holly_colorphotos.doc.)

California buckeye (*Aesculus californica*) at 730 28th Avenue (Explanatory Document: Board of Supervisors Resolution of Intent to Nominate (PDF)

11 Grove Street, San Francisco, California 94102
www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

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#3
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draft

http://sfgov.org/site/uploadedfiles/BOSresolution_0013-07.pdf), Nomination Form
http://sfgov.org/site/uploadedfiles/Nomination_CABuckeye_73028thAve.doc, Support Documentation (PDF)
<http://sfgov.org/site/uploadedfiles/SupportdocsCABuckeye73028thAve.PDF>, Petition (PDF)
http://web1.sfgov.org/site/uploadedfiles/CABuckeye_petition.PDF, Photo
http://web1.sfgov.org/site/uploadedfiles/Item4CABuckeye_colorphotos.doc.

New Zealand Christmas Tree (*Metrosideros excelsus*) in front of 1221 Stanyan Street
(Department of the Environment Nomination Form (PDF)
<http://sfgov.org/site/uploadedfiles/SFENomnztree1221Stanyan.pdf>) and Photo (PDF)
<http://sfgov.org/site/uploadedfiles/1221StanyanPhoto.pdf>, (Word)
http://web1.sfgov.org/site/uploadedfiles/Item4Holly_colorphotos.doc.

Other Explanatory Documents: Landmark Tree Committee Evaluation Forms (PDF)
<http://web1.sfgov.org/site/uploadedfiles/MSustarichEvalForms.pdf>,
http://web1.sfgov.org/site/uploadedfiles/MBossEval730_28thAve.pdf,
http://web1.sfgov.org/site/uploadedfiles/MBossEval733_27thAve.pdf,
<http://web1.sfgov.org/site/uploadedfiles/MBossEval1221Stanyan.pdf>, and Written Summaries (PDF)
[http://web1.sfgov.org/site/uploadedfiles/1221StanyanWrittenSummary\(1\).doc](http://web1.sfgov.org/site/uploadedfiles/1221StanyanWrittenSummary(1).doc),
[http://web1.sfgov.org/site/uploadedfiles/73028thAveWrittenSummary\(1\).doc](http://web1.sfgov.org/site/uploadedfiles/73028thAveWrittenSummary(1).doc),
[http://web1.sfgov.org/site/uploadedfiles/73327thAveWrittenSummary\(1\).doc](http://web1.sfgov.org/site/uploadedfiles/73327thAveWrittenSummary(1).doc).

At the conclusion of the discussion, the Council voted on whether to approve, reject, or not take action on the nominations and shall adopt written findings to support its decision (if required) to forward to the Board of Supervisors.

Chair Milne explained the Urban Forestry Council's process for reaching a decision on each of the nominated trees. It was stated that there would be a staff report, Landmark Tree Committee report, owner and adjacent property owner testimony, public comment, and discussion and vote by the Council, who then forwards their recommendation to the Board of Supervisors as required. Landmark Tree Committee Chair Boss indicated that it is the Committee's job to determine if the nominated tree merits landmark status based on how well it meets specific pre-determined criteria. It was explained that the Landmark Tree Committee does not handle property rights and disputes.

holly (Ilex altaclarensis) at 733 27th Avenue

Urban Forestry Specialist Ma stated that the official nominator of the tree at 733 27th Avenue is Supervisor McGoldrick and showed photos of the holly tree. Ms. Ma's evaluation form is included in the meeting packet.

Landmark Tree Committee Chair Boss advised that the Landmark Tree Committee at their February 13 meeting voted to recommend against landmark tree status as they felt it did not meet enough of the significant criteria. Testimony was received at the Committee meeting from the property owner who spoke neither for nor against landmark tree status. Chair Boss stated the Committee's reasons for not granting landmark tree status as reflected in the Explanatory Document Written Summary above

Property Owner Comment: Ms. Laurie Quach stated that her intention is to expand her property, not to harm the tree. Ms. Quach asked that the tree not become a reason to obstruct

property expansion or a cause for disputes. A discussion was held on the accuracy of the age of the tree. Ms. Gina Quach and Ms. Sharon Quach asked that the Council not support the landmarking of the tree. Ms. Laurie Quach spoke of her concern of costs for maintaining a tree with landmark status, and asked the Council if they could provide advise during renovation.

Adjacent Property Owner Comment: Mr. Doug Schultz, 729 27th Avenue, spoke of neighborhood support of landmark status for the holly tree and the petition that was submitted. Mr. Schultz stated that he was not notified of the Landmark Tree Committee meeting until the day of the meeting, and asked that this issue be brought back to the Landmark Tree Committee in order to have a fair hearing. A discussion was held about the Urban Forest Plan and how the nomination meets those objectives and noted the historical significance of the tree. Mr. Schultz advised that trees had been cut down on the property without notice, and showed pictures from various viewpoints.

Chair Milne explained that the Committee is a way to have members survey and evaluate the tree and report to the Council. It was stated that the Council is having a full hearing today in order to hear testimony, and there is no procedure to send issues back to the Landmark Tree Committee. It was explained that agendas are sent to nominators and owners listed on the nomination forms, and that Mr. and Mrs. Schultz's name did not appear on the nomination form. A discussion is currently being held on amending the Ordinance to revise notice requirements in the future.

Adjacent Property Owner Comment: Ms. Valerie Louie, 730 28th Avenue, spoke in support of landmark tree nomination and expressed her concern with San Francisco not maintaining its greenness. Ms. Louie discussed her effort in obtaining signatures for the neighborhood petition and spoke of neighborhood support for landmark status.

Adjacent Property Owner Comment: Ms. Cheryl Schultz, 729 27th Avenue, showed pictures of the tree from various neighborhood viewpoints. A packet of historical information was submitted on the homes in the neighborhood. Ms. Schultz spoke of reasons for retaining the tree, e.g. the rarity of holly trees in San Francisco, natural privacy screen, wind barrier, pollution control, and cultural and historical value.

Public Comment: Mr. Roy Leggitt, Consulting Arborist, spoke on the importance of holly as a cultural plant. The Council was asked to examine a piece of wood and an explanation given on how growth rings could be counted to determine an approximate age and how environmental factors could influence the determination. Mr. Leggitt stated that assumptions could not be made that the tree is 40 years old; it could be older and feels that it is from the same period of significance as the architecture and cultural history of the neighborhood.

Public Comment: Ms. Jean Barish, neighbor, spoke in support of landmark status for the holly tree noting specific qualifying criteria, e.g. rarity, age, neighborhood appreciation, and protection against erosion. Ms. Barish spoke of her work in the neighborhood planting trees in an effort to green the neighborhood. The Council was asked to preserve the neighborhood urban forest by landmarking this tree. Ms. Barish advised that the Department of Public Works instructed the owners not to cut down trees and they were cut down anyway.

Public Comment: Chair Milne read a statement for Ms. Eleanor Robinson, neighbor, in support of landmark status for the holly and buckeye trees on 27th Avenue. It was indicated that Ms. Robinson was concerned that trees in the neighborhood should be protected from possible destruction, and the holly and buckeye trees are not only visually attractive, but provide habitat for creatures and maintain the current quality of life in the neighborhood.

Member Boss discussed the scale infestation that was seen on the tree and further discussion was held on determining the age of the tree. Mr. Leggitt stated that treating the scale infestation would not present a problem and discussed methods for determining the approximate age of a tree. Member Cohen stated that property owners should be honored to have a landmark tree on their property. Member Boss stated that the holly would be an ideal candidate for a significant tree if that were an option.

Vice-Chair Quirke asked about the Department of Public Works Report that Ms. Barish was referring to. Mr. Schultz explained that there was a complaint about overgrowth and underbrush on the property that was creating a habitat for rodents. The Department of Public Health asked the property owner to remove the brush and vines, but not to cut down any trees. It was stated that the area was cleaned, but the trees were cut down. Ms. Quach explained that it was determined that other fruit trees in the neighborhood also contributed to the rodent problem. Vice-Chair Quirke discussed the ongoing need to improve the landmark process.

Member Blair spoke in support of landmark status. Member Sherk advised Ms. Quach that the Council's Planning Committee would be exploring homeowner incentives for landmarking trees and asked that if this tree were to be landmarked that the owner be helped with the care of the tree as she moves forward with her renovation.

VOTE: 6-4 (Motion did not pass) Without Recommendation to the Board of Supervisors
Member Cohen motioned to approve the landmark status of the *holly (Ilex altacalarensis)*
at 733 27th Avenue, second by Member Blair. (AYES: Members Blair, Cohen, Habert,
Miller, Sherk, and Quirke NOES: Chair Milne, Members Boss, Costello, and Sustarich)
(Absent: Members Griswold, Marks, Nervo, Rodgers, and Sacamano)

Chair Milne stated that the Council will send a letter to the Board of Supervisors advising them that the Council did not landmark the tree nor did it turn it down, and the Supervisors will have the final decision on determining landmark status.

Member Miller left the meeting at this time.

California buckeye (*Aesculus californica*) at 730 28th Avenue

Landmark Tree Committee Chair Boss stated that at the February 13 Landmark Tree Committee meeting the Committee voted to approve landmark tree status as explained in the Explanatory Document Written Summary above.

Property Owner Comment: Ms. Valerie Louie, property owner, spoke of her enthusiasm for owning a landmark quality tree and her plan to provide future care. It was stated that the previous owner was a renowned botanist that wrote several books. Ms. Louie expressed her support for planting additional trees in the neighborhood.

Public Comment: Mr. Roy Leggitt spoke in support of landmarking the California buckeye tree and stated that landmarking is important to consider in light of the California Environmental Quality Act that protects indigenous species such as the buckeye, which is part of a natural eco system.

Public Comment: Ms. Jean Barish spoke in support of landmark status as the tree contributes to the beauty of the urban forest that is visible from the neighboring community.

Public Comment: Ms. Cheryl Schultz spoke in support of landmark status and stated that a famous botanist, Ms. Gladys Lucille Smith, lived in the house for over 50 years. A picture was shown of one of Ms. Smith's slides donated to the California Academy of Sciences of a buckeye that Ms. Schultz believes to be that of the subject tree.

Public Comment: Mr. Doug Schultz spoke in support of landmark status and stated that the tree is rare, beautiful, magnificent when in bloom, and contributes to the neighborhood.

Members Cohen and Sustarich recommended that the holly tree be pruned appropriately so as not to harm the California buckeye. Member Blair recommended that the Council look at the California buckeye and California bay between Willard and McAllister that are in close proximity to each other and are doing fine. Member Sherk advised that California buckeyes' normal habitat is to grow in close proximity to many other species of trees.

Vote: 9-0 Recommend Landmark Tree Status

Member Boss recommended the California buckeye (*Aesculus californica*) at 730 28th Avenue for landmark tree status, second by Member Blair. (AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Costello, Habert, Sherk and Sustarich; NOES: None) (Absent: Members Griswold, Marks, Miller, Nervo, Rodgers, and Sacamano)

New Zealand Christmas Tree (*Metrosideros excelsus*) in front of 1221 Stanyan Street

Landmark Committee Chair Boss stated that at the February 13, 2007 Landmark Tree Committee meeting, the Committee voted unanimously to approve landmark tree status for the subject tree as noted in the Explanatory Document Written Summary above. It was stated that the last point on the Written Summary was noted in error.

Public Comment: Mr. Keith Zygeis spoke in support of landmark status.

Urban Forestry Specialist Ma indicated that the property owner that fronts the tree had been notified of the nomination, but has not responded. It was stated that the tree is a street tree.

VOTE: 8-0 Recommend Landmark Tree Status

Member Boss motioned to recommend landmark tree status for the New Zealand Christmas Tree (*Metrosideros excelsus*) in front of 1221 Stanyan Street, second by Member Habert. (AYES: Chair Milne, Vice-Chair Quirke, Members Boss, Cohen, Costello, Habert, Sherk and Sustarich; NOES: None) (Absent: Members Blair, Griswold, Marks, Miller, Nervo, Rodgers, and Sacamano)

5. **DISCUSSION and ACTION:** The Council considered and voted on a revised evaluation form for trees that have been nominated for landmark status. (Explanatory Document: Evaluation form February 2007 (Word) <http://web1.sfgov.org/site/uploadedfiles/Item5LTCevaluationform.doc>)

SPONSOR/SPEAKER: Member Mike Boss

Member Boss stated that the original Evaluation Form was not in agreement with the Urban Forestry Council Criteria for Landmark Tree Evaluation. It was stated that the revised form is only an effort to make the evaluation forms mimic the items and language of the criteria. Member Boss stated that not all criteria can be filled out by evaluators at the time of the site visit. It was advised that the Landmark Tree evaluation criteria will be reviewed at a future Landmark Tree Committee meeting and the evaluation form would be changed again as a result.

Member Cohen recommended that language reflect arboriculture language and made recommendations on the age and historical categories. Member Costello recommended that the age category be used for entering approximate age instead of condition. Member Blair recommended additional considerations for the rare category.

VOTE: Revised Landmark Tree Evaluation Form Approved (9-0) (6 Absent)
Upon Motion by Member Costello and second by Vice-Chair Quirke, the Revised Landmark Tree Evaluation Form was approved with the stipulation that the form would be reviewed again at a future meeting date and presented back to the Council for approval. (AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Costello, Habert, Sherk, and Sustarich; NOES: None) (Absent: Members Griswold, Marks, Miller, Nervo, Rodgers, and Sacamano)

6. **DISCUSSION and POSSIBLE ACTION:** Discussion of proposed amendments to the Landmark Tree Ordinance being planned by Supervisor McGoldrick's Office and discussion and possible action on Planning and Policy Committee recommendations. (Explanatory Document: Planning and Policy Committee Recommendations and Landmark Tree Ordinance (PDF) <http://www.sfgov.org/site/uploadedfiles/bdsupvrs/ordinances06/o0017-06.pdf>, Draft Resolution (Word) <http://web1.sfgov.org/site/uploadedfiles/Item6DCAResAmendmentsLandmarkTree.doc> and Deputy City Attorney Memo <http://web1.sfgov.org/site/uploadedfiles/Item6DCAMemo.doc>.

Urban Forestry Council Chair Milne advised the Council that a meeting was held with Supervisor McGoldrick, Deputy City Attorneys Malamut and Gessner, and himself to discuss Supervisor McGoldrick's plan to propose amendments to the Board of Supervisors Rules of Order and the Landmark Tree Ordinance as follows:

Amend the Board of Supervisors Rules of Order:

- Urban Forestry Council's Resolution to amend the Rules of Order to provide that approved landmark tree nominations automatically would be calendared for hearing before the appropriate committee of the Board after a recommendation is received from the Urban Forestry Council.

Amend the Landmark Tree Ordinance:

- Introduction of a landmark tree be by a Board of Supervisors motion of intent to nominate as opposed to a resolution in order to forward the tree to the Urban Forestry Council for a hearing in a more-timely manner.
- A Board of Supervisors designation of a tree to a landmark is done by an Ordinance and the 180-day temporary landmark tree designation shall be extended an additional 40 days to cover the ten days that the Mayor has to sign or veto the ordinance as well as the 30 days following the Mayor's signature until the ordinance takes effect.
- Set forth specific notice requirements on potential landmarks for affected property owners.

Vice Chair Quirke explained that the Resolution that the Council would be voting on also includes a request that Department Heads and Property Owners who nominate a tree have the same landmark tree protection as the Board of Supervisors.

Member Costello left the meeting at this time.

Members Blair and Cohen recommended a future amendment that if the Board of Supervisors does not act on an approved nomination within the designated protection period, that the tree would be automatically landmarked. Member Sherk asked that incentives for landmarking trees be discussed in future amendments. Chair Milne stated that this Resolution would not preclude future amendments to the Ordinance.

VOTE: Approved (8-0) (7 Absent)

Vice-Chair Quirke motioned to approve the Resolution, second by Member Cohen.

(AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Habert, Sherk and Sustarich; NOES: None) (Absent: Members Costello, Griswold, Marks, Miller, Nervo, Rodgers, and Sacamano)

7. **INFORMATION:** Urban Forestry Specialist Report, Grace Ma. Ms. Ma provided updates on UFC administrative and programmatic operations relating to funding, planning, research, outreach, and related activities.

Urban Forestry Specialist Ma reported that the Department of the Environment is going through the 2007-08 budget approval process, which will be discussed at the next Funding Committee Meeting. Chair Milne and Ms. Ma are reviewing long term funding strategies for urban forestry in San Francisco, and a meeting was held with Mr. Dan Sider, Greening Director. It was reported that the Planning Department is coordinating a series of meetings for the Better Streets Program, and Ms. Ma will be meeting with the Planning Department to discuss how the Urban Forest Plan will be incorporated into the Better Streets Plan. Member Rodgers has been reassigned within the Planning Department and a new Planning Department representative will be assigned to the Council. It was reported that Supervisor Duffy would sponsor the nomination of the Coast Live Oak at Rosemont Place that was approved by the Council. Ms. Ma reported on pending nominations by Supervisor Duffy for

seven trees at 3184 Market Street and a Coast Live Oak at 23rd Avenue. Ms. Ma announced that Arbor Day is March 10 and four events are being held.

8. COMMITTEE REPORTS:

- **Funding Committee - Chair**
The next meeting will be on March 6, 2007 at 12:00 PM at 11 Grove Street.
Chair Milne reported that Ms. Ma had reported on Funding Committee activities in the Urban Forestry Specialist Report.
- **Planning & Policy Committee, Chair, Paul Sacamano**
The next meeting will be on March 15, 2007 at 4:00 PM at 11 Grove Street.
Planning Committee Member Quirke reported that Member Boss had presented a letter to the Planning Committee on his recommendations for additional amendments to the Landmark Tree Ordinance that is included in the meeting packet.
- **Landmark Tree Committee, Chair, Mike Boss**
The next meeting will be on March 13, 2007 at 4:00 p.m. at City Hall, Room 421.
Chair Milne stated that the criteria would be reviewed at the next meeting. Member Boss stated there was nothing additional to report. Chair Milne asked whether the fig tree would be nominated at the next Landmark Tree Committee meeting on March 13. Ms. Ma indicated that the due date for scheduling agenda items was on February 26.

9. **CHAIR'S ANNOUNCEMENTS:** Terry Milne, Chair, Urban Forestry Council. Chair Milne announced the kick-off for Arbor Day on March 7, 11:00 a.m., located on Precita and Army Street. The Department of Public Works is planning to plant a ceremonial tree. Council Members were invited to attend.

10. **INFORMATION:** New Business. There was no new business discussed at this time.

11. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. **ADJOURNMENT.** The Urban Forestry Council meeting adjourned at 8:27 p.m.

The next Urban Forestry Council meeting is scheduled for Friday, March 23, 2007 at 10:00 a.m. in Room 400, City Hall.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Adopted:



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT

URBAN FORESTRY COUNCIL

APPROVED MINUTES

Tuesday, February 27, 2007 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

MAR 30 2007

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1. **CALL TO ORDER.** The meeting was called to order at 5:40 p.m.
2. **ROLL CALL.** Present: Chair Milne, Vice-Chair Quirke (5:42 p.m.), Members Blair, Boss, Cohen, Costello, Habert, Sherk (5:42 p.m.), Miller, and Sustarich. Excused: Members Griswold, Marks, Nervo, Rodgers, and Sacamano.
3. **ACTION:** Adoption of minutes of the January 26, 2007 Urban Forestry Council Regular Meeting. Upon Motion by Member Boss and second by Member Sustarich, the January 26, 2007 Meeting Minutes were approved (AYES: Chair Milne, Members Blair, Boss, Cohen, Costello, Habert, Miller and Sustarich; Absent: Vice-Chair Quirke and Members Griswold, Marks, Nervo, Rodgers, Sherk and Sacamano) (Explanatory Document: Approved Minutes of the January 26, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=54874.)
4. **DISCUSSION and ACTION:** The Urban Forestry Council heard the Landmark Tree Committee recommendations for trees nominated for landmark tree status at the following addresses:

holly (*Ilex altaclarensis*) at 733 27th Avenue (Explanatory Document: Board of Supervisors Resolution of Intent to Nominate (PDF) http://sfgov.org/site/uploadedfiles/BOSresolution_0012-07.pdf), Nomination Form (Word) http://sfgov.org/site/uploadedfiles/Nomination_holly_73327thave.doc, Support Documentation (PDF) http://sfgov.org/site/uploadedfiles/Supportdocs_holly_73327thAve.PDF, Staff Evaluation Form <http://sfgov.org/site/uploadedfiles/EvaluationhollyGMA.doc>, Petition (PDF) http://web1.sfgov.org/site/uploadedfiles/holly_petition.PDF, Photos (Word) http://web1.sfgov.org/site/uploadedfiles/Item4Holly_colorphotos.doc.

California buckeye (*Aesculus californica*) at 730 28th Avenue (Explanatory Document: Board of Supervisors Resolution of Intent to Nominate (PDF)

11 Grove Street, San Francisco, California 94102
www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

SF

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2/27/07

approved

http://sfgov.org/site/uploadedfiles/BOSresolution_0013-07.pdf), Nomination Form
http://sfgov.org/site/uploadedfiles/Nomination_CAbuckeye_73028thAve.doc, Support Documentation (PDF)
<http://sfgov.org/site/uploadedfiles/SupportdocsCAbuckeye73028thAve.PDF>, Petition (PDF)
http://web1.sfgov.org/site/uploadedfiles/CAbuckeye_petition.PDF, Photo
http://web1.sfgov.org/site/uploadedfiles/Item4CAbuckeye_colorphotos.doc.

New Zealand Christmas Tree (*Metrosideros excelsus*) in front of 1221 Stanyan Street
(Department of the Environment Nomination Form (PDF)

<http://sfgov.org/site/uploadedfiles/SFENomnztree1221Stanyan.pdf>) and Photo (PDF)
<http://sfgov.org/site/uploadedfiles/1221StanyanPhoto.pdf>, (Word)
http://web1.sfgov.org/site/uploadedfiles/Item4Holly_colorphotos.doc.

Other Explanatory Documents: Landmark Tree Committee Evaluation Forms (PDF)

<http://web1.sfgov.org/site/uploadedfiles/MSustarichEvalForms.pdf>,
http://web1.sfgov.org/site/uploadedfiles/MBossEval730_28thAve.pdf,
http://web1.sfgov.org/site/uploadedfiles/MBossEval733_27thAve.pdf,
<http://web1.sfgov.org/site/uploadedfiles/MBossEval1221Stanyan.pdf>, and Written Summaries (PDF)
[http://web1.sfgov.org/site/uploadedfiles/1221StanyanWrittenSummary\(1\).doc](http://web1.sfgov.org/site/uploadedfiles/1221StanyanWrittenSummary(1).doc),
[http://web1.sfgov.org/site/uploadedfiles/73028thAveWrittenSummary\(1\).doc](http://web1.sfgov.org/site/uploadedfiles/73028thAveWrittenSummary(1).doc),
[http://web1.sfgov.org/site/uploadedfiles/73327thAveWrittenSummary\(1\).doc](http://web1.sfgov.org/site/uploadedfiles/73327thAveWrittenSummary(1).doc).

At the conclusion of the discussion, the Council voted on whether to approve, reject, or not take action on the nominations and shall adopt written findings to support its decision (if required) to forward to the Board of Supervisors.

Chair Milne explained the Urban Forestry Council's process for reaching a decision on each of the nominated trees. It was stated that there would be a staff report, Landmark Tree Committee report, owner and adjacent property owner testimony, public comment, and discussion and vote by the Council, who then forwards their recommendation to the Board of Supervisors as required. Landmark Tree Committee Chair Boss indicated that it is the Committee's job to determine if the nominated tree merits landmark status based on how well it meets specific pre-determined criteria. It was explained that the Landmark Tree Committee does not handle property rights and disputes.

holly (Ilex alataclarensis) at 733 27th Avenue

Urban Forestry Specialist Ma stated that the official nominator of the tree at 733 27th Avenue is Supervisor McGoldrick and showed photos of the holly tree. Ms. Ma's evaluation form is included in the meeting packet.

Landmark Tree Committee Chair Boss advised that the Landmark Tree Committee at their February 13 meeting voted to recommend against landmark tree status as they felt it did not meet enough of the significant criteria. Testimony was received at the Committee meeting from the property owner who spoke neither for nor against landmark tree status. Chair Boss stated the Committee's reasons for not granting landmark tree status as reflected in the Explanatory Document Written Summary above

Property Owner Comment: Ms. Laurie Quach stated that her intention is to expand her property, not to harm the tree. Ms. Quach asked that the tree not become a reason to obstruct

property expansion or a cause for disputes. A discussion was held on the accuracy of the age of the tree. Ms. Gina Quach and Ms. Sharon Quach asked that the Council not support the landmarking of the tree. Ms. Laurie Quach spoke of her concern of costs for maintaining a tree with landmark status, and asked the Council if they could provide advise during renovation.

Adjacent Property Owner Comment: Mr. Doug Schultz, 729 27th Avenue, spoke of neighborhood support of landmark status for the holly tree and the petition that was submitted. Mr. Schultz stated that he was not notified of the Landmark Tree Committee meeting until the day of the meeting, and asked that this issue be brought back to the Landmark Tree Committee in order to have a fair hearing. A discussion was held about the Urban Forest Plan and how the nomination meets those objectives and noted the historical significance of the tree. Mr. Schultz advised that trees had been cut down on the property without notice, and showed pictures from various viewpoints.

Chair Milne explained that the Committee is a way to have members survey and evaluate the tree and report to the Council. It was stated that the Council is having a full hearing today in order to hear testimony, and there is no procedure to send issues back to the Landmark Tree Committee. It was explained that agendas are sent to nominators and owners listed on the nomination forms, and that Mr. and Mrs. Schultz's name did not appear on the nomination form. A discussion is currently being held on amending the Ordinance to revise notice requirements in the future.

Adjacent Property Owner Comment: Ms. Valerie Louie, 730 28th Avenue, spoke in support of landmark tree nomination and expressed her concern with San Francisco not maintaining its greenness. Ms. Louie discussed her effort in obtaining signatures for the neighborhood petition and spoke of neighborhood support for landmark status.

Adjacent Property Owner Comment: Ms. Cheryl Schultz, 729 27th Avenue, showed pictures of the tree from various neighborhood viewpoints. A packet of historical information was submitted on the homes in the neighborhood. Ms. Schultz spoke of reasons for retaining the tree, e.g. the rarity of holly trees in San Francisco, natural privacy screen, wind barrier, pollution control, and cultural and historical value.

Public Comment: Mr. Roy Leggitt, Consulting Arborist, spoke on the importance of holly as a cultural plant. The Council was asked to examine a piece of wood and an explanation given on how growth rings could be counted to determine an approximate age and how environmental factors could influence the determination. Mr. Leggitt stated that assumptions could not be made that the tree is 40 years old; it could be older and feels that it is from the same period of significance as the architecture and cultural history of the neighborhood.

Public Comment: Ms. Jean Barish, neighbor, spoke in support of landmark status for the holly tree noting specific qualifying criteria, e.g. rarity, age, neighborhood appreciation, and protection against erosion. Ms. Barish spoke of her work in the neighborhood planting trees in an effort to green the neighborhood. The Council was asked to preserve the neighborhood urban forest by landmarking this tree. Ms. Barish advised that the Department of Public Works instructed the owners not to cut down trees and they were cut down anyway.

Public Comment: Chair Milne read a statement for Ms. Eleanor Robinson, neighbor, in support of landmark status for the holly and buckeye trees on 27th Avenue. It was indicated that Ms. Robinson was concerned that trees in the neighborhood should be protected from possible destruction, and the holly and buckeye trees are not only visually attractive, but provide habitat for creatures and maintain the current quality of life in the neighborhood.

Member Boss discussed the scale infestation that was seen on the tree and further discussion was held on determining the age of the tree. Mr. Leggitt stated that treating the scale infestation would not present a problem and discussed methods for determining the approximate age of a tree. Member Cohen stated that property owners should be honored to have a landmark tree on their property. Member Boss stated that the holly would be an ideal candidate for a significant tree if that were an option.

Vice-Chair Quirke asked about the Department of Public Works Report that Ms. Barish was referring to. Mr. Schultz explained that there was a complaint about overgrowth and underbrush on the property that was creating a habitat for rodents. The Department of Public Health asked the property owner to remove the brush and vines, but not to cut down any trees. It was stated that the area was cleaned, but the trees were cut down. Ms. Quach explained that it was determined that other fruit trees in the neighborhood also contributed to the rodent problem. Vice-Chair Quirke discussed the ongoing need to improve the landmark process.

Member Blair spoke in support of landmark status. Member Sherk advised Ms. Quach that the Council's Planning Committee would be exploring homeowner incentives for landmarking trees and asked that if this tree were to be landmarked that the owner be helped with the care of the tree as she moves forward with her renovation.

VOTE: 6-4 (Motion did not pass) Without Recommendation to the Board of Supervisors Member Cohen motioned to approve the landmark status of the *holly (Ilex altacclarensis)* at 733 27th Avenue, second by Member Blair. (AYES: Members Blair, Cohen, Habert, Miller, Sherk, and Quirke NOES: Chair Milne, Members Boss, Costello, and Sustarich) (Absent: Members Griswold, Marks, Nervo, Rodgers, and Sacamano)

Chair Milne stated that the Council will send a letter to the Board of Supervisors advising them that the Council did not landmark the tree nor did it turn it down, and the Supervisors will have the final decision on determining landmark status.

Member Miller left the meeting at this time.

California buckeye (*Aesculus californica*) at 730 28th Avenue

Landmark Tree Committee Chair Boss stated that at the February 13 Landmark Tree Committee meeting the Committee voted to approve landmark tree status as explained in the Explanatory Document Written Summary above.

Property Owner Comment: Ms. Valerie Louie, property owner, spoke of her enthusiasm for owning a landmark quality tree and her plan to provide future care. It was stated that the previous owner was a renowned botanist that wrote several books. Ms. Louie expressed her support for planting additional trees in the neighborhood.

Public Comment: Mr. Roy Leggitt spoke in support of landmarking the California buckeye tree and stated that landmarking is important to consider in light of the California Environmental Quality Act that protects indigenous species such as the buckeye, which is part of a natural ecosystem.

Public Comment: Ms. Jean Barish spoke in support of landmark status as the tree contributes to the beauty of the urban forest that is visible from the neighboring community.

Public Comment: Ms. Cheryl Schultz spoke in support of landmark status and stated that a famous botanist, Ms. Gladys Lucille Smith, lived in the house for over 50 years. A picture was shown of one of Ms. Smith's slides donated to the California Academy of Sciences of a buckeye that Ms. Schultz believes to be that of the subject tree.

Public Comment: Mr. Doug Schultz spoke in support of landmark status and stated that the tree is rare, beautiful, magnificent when in bloom, and contributes to the neighborhood.

Members Cohen and Sustarich recommended that the holly tree be pruned appropriately so as not to harm the California buckeye. Member Blair recommended that the Council look at the California buckeye and California bay between Willard and McAllister that are in close proximity to each other and are doing fine. Member Sherk advised that California buckeyes' normal habitat is to grow in close proximity to many other species of trees.

Vote: 9-0 Recommend Landmark Tree Status

Member Boss recommended the California buckeye (*Aesculus californica*) at 730 28th Avenue for landmark tree status, second by Member Blair. (AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Costello, Habert, Sherk and Sustarich; NOES: None) (Absent: Members Griswold, Marks, Miller, Nervo, Rodgers, and Sacamano)

New Zealand Christmas Tree (*Metrosideros excelsus*) in front of 1221 Stanyan Street

Landmark Committee Chair Boss stated that at the February 13, 2007 Landmark Tree Committee meeting, the Committee voted unanimously to approve landmark tree status for the subject tree as noted in the Explanatory Document Written Summary above. It was stated that the last point on the Written Summary was noted in error.

Public Comment: Mr. Keith Zygeis spoke in support of landmark status.

Urban Forestry Specialist Ma indicated that the property owner that fronts the tree had been notified of the nomination, but has not responded. It was stated that the tree is a street tree.

VOTE: 8-0 Recommend Landmark Tree Status

Member Boss motioned to recommend landmark tree status for the New Zealand Christmas Tree (*Metrosideros excelsus*) in front of 1221 Stanyan Street, second by Member Habert. (AYES: Chair Milne, Vice-Chair Quirke, Members Boss, Cohen, Costello, Habert, Sherk and Sustarich; NOES: None) (Absent: Members Blair, Griswold, Marks, Miller, Nervo, Rodgers, and Sacamano)

5. **DISCUSSION and ACTION:** The Council considered and voted on a revised evaluation form for trees that have been nominated for landmark status. (Explanatory Document: Evaluation form February 2007 (Word) <http://web1.sfgov.org/site/uploadedfiles/Item5LTCevaluationform.doc>)

SPONSOR/SPEAKER: Member Mike Boss

Member Boss stated that the original Evaluation Form was not in agreement with the Urban Forestry Council Criteria for Landmark Tree Evaluation. It was stated that the revised form is only an effort to make the evaluation forms mimic the items and language of the criteria. Member Boss stated that not all criteria can be filled out by evaluators at the time of the site visit. It was advised that the Landmark Tree evaluation criteria will be reviewed at a future Landmark Tree Committee meeting and the evaluation form would be changed again as a result.

Member Cohen recommended that language reflect arboriculture language and made recommendations on the age and historical categories. Member Costello recommended that the age category be used for entering approximate age instead of condition. Member Blair recommended additional considerations for the rare category.

VOTE: Revised Landmark Tree Evaluation Form Approved (9-0) (6 Absent)
Upon Motion by Member Costello and second by Vice-Chair Quirke, the Revised Landmark Tree Evaluation Form was approved with the stipulation that the form would be reviewed again at a future meeting date and presented back to the Council for approval. (AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Costello, Habert, Sherk, and Sustarich; NOES: None) (Absent: Members Griswold, Marks, Miller, Nervo, Rodgers, and Sacamano)

6. **DISCUSSION and POSSIBLE ACTION:** Discussion of proposed amendments to the Landmark Tree Ordinance being planned by Supervisor McGoldrick's Office and discussion and possible action on Planning and Policy Committee recommendations. (Explanatory Document: Planning and Policy Committee Recommendations and Landmark Tree Ordinance (PDF) <http://www.sfgov.org/site/uploadedfiles/bdsupvrs/ordinances06/o0017-06.pdf>, Draft Resolution (Word) <http://web1.sfgov.org/site/uploadedfiles/Item6DCAResAmendmentsLandmarkTree.doc> and Deputy City Attorney Memo <http://web1.sfgov.org/site/uploadedfiles/Item6DCAMemo.doc>.)

Urban Forestry Council Chair Milne advised the Council that a meeting was held with Supervisor McGoldrick, Deputy City Attorneys Malamut and Gessner, and himself to discuss Supervisor McGoldrick's plan to propose amendments to the Board of Supervisors Rules of Order and the Landmark Tree Ordinance as follows:

Amend the Board of Supervisors Rules of Order:

- Urban Forestry Council's Resolution to amend the Rules of Order to provide that approved landmark tree nominations automatically would be calendared for hearing before the appropriate committee of the Board after a recommendation is received from the Urban Forestry Council.

Amend the Landmark Tree Ordinance:

- Introduction of a landmark tree be by a Board of Supervisors motion of intent to nominate as opposed to a resolution in order to forward the tree to the Urban Forestry Council for a hearing in a more-timely manner.
- A Board of Supervisors designation of a tree to a landmark is done by an Ordinance and the 180-day temporary landmark tree designation shall be extended an additional 40 days to cover the ten days that the Mayor has to sign or veto the ordinance as well as the 30 days following the Mayor's signature until the ordinance takes effect.
- Set forth specific notice requirements on potential landmarks for affected property owners.

Vice Chair Quirke explained that the Resolution that the Council would be voting on also includes a request that Department Heads and Property Owners who nominate a tree have the same landmark tree protection as the Board of Supervisors.

Member Costello left the meeting at this time.

Members Blair and Cohen recommended a future amendment that if the Board of Supervisors does not act on an approved nomination within the designated protection period, that the tree would be automatically landmarked. Member Sherk asked that incentives for landmarking trees be discussed in future amendments. Chair Milne stated that this Resolution would not preclude future amendments to the Ordinance.

VOTE: Approved (8-0) (7 Absent)

Vice-Chair Quirke motioned to approve the Resolution, second by Member Cohen. (AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Habert, Sherk and Sustarich; NOES: None) (Absent: Members Costello, Griswold, Marks, Miller, Nervo, Rodgers, and Sacamano)

7. **INFORMATION:** Urban Forestry Specialist Report, Grace Ma. Ms. Ma provided updates on UFC administrative and programmatic operations relating to funding, planning, research, outreach, and related activities.

Urban Forestry Specialist Ma reported that the Department of the Environment is going through the 2007-08 budget approval process, which will be discussed at the next Funding Committee Meeting. Chair Milne and Ms. Ma are reviewing long term funding strategies for urban forestry in San Francisco, and a meeting was held with Mr. Dan Sider, Greening Director. It was reported that the Planning Department is coordinating a series of meetings for the Better Streets Program, and Ms. Ma will be meeting with the Planning Department to discuss how the Urban Forest Plan will be incorporated into the Better Streets Plan. Member Rodgers has been reassigned within the Planning Department and a new Planning Department representative will be assigned to the Council. It was reported that Supervisor Dufty would sponsor the nomination of the Coast Live Oak at Rosemont Place that was approved by the Council. Ms. Ma reported on pending nominations by Supervisor Dufty for

seven trees at 3184 Market Street and a Coast Live Oak at 23rd Avenue. Ms. Ma announced that Arbor Day is March 10 and four events are being held.

8. COMMITTEE REPORTS:

- **Funding Committee - Chair**
The next meeting will be on March 6, 2007 at 12:00 PM at 11 Grove Street.
Chair Milne reported that Ms. Ma had reported on Funding Committee activities in the Urban Forestry Specialist Report.
- **Planning & Policy Committee, Chair, Paul Sacamano**
The next meeting will be on March 15, 2007 at 4:00 PM at 11 Grove Street.
Planning Committee Member Quirke reported that Member Boss had presented a letter to the Planning Committee on his recommendations for additional amendments to the Landmark Tree Ordinance that is included in the meeting packet.
- **Landmark Tree Committee, Chair, Mike Boss**
The next meeting will be on March 13, 2007 at 4:00 p.m. at City Hall, Room 421.
Chair Milne stated that the criteria would be reviewed at the next meeting. Member Boss stated there was nothing additional to report. Chair Milne asked whether the fig tree would be nominated at the next Landmark Tree Committee meeting on March 13. Ms. Ma indicated that the due date for scheduling agenda items was on February 26.

9. **CHAIR'S ANNOUNCEMENTS:** Terry Milne, Chair, Urban Forestry Council. Chair Milne announced the kick-off for Arbor Day on March 7, 11:00 a.m., located on Precita and Army Street. The Department of Public Works is planning to plant a ceremonial tree. Council Members were invited to attend.

10. **INFORMATION:** New Business. There was no new business discussed at this time.

11. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. **ADJOURNMENT.** The Urban Forestry Council meeting adjourned at 8:27 p.m.

The next Urban Forestry Council meeting is scheduled for Friday, March 23, 2007 at 10:00 a.m. in Room 400, City Hall.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Adopted: March 23, 2007

1 [Urban Forestry Council's Support of Supervisor McGoldrick's Plan to Propose Amendments
2 to the Board of Supervisors Rules of Order and Article 16 of the San Francisco Public Works
3 Code, Section 810, Landmark Trees and Recommendation for an Additional Amendment]

4 **Resolution supporting Supervisor McGoldrick's plan to propose amendments to the**
5 **Board of Supervisors Rules of Order and Article 16 of the San Francisco Public Works**
6 **Code, Section 810, Landmark Trees, and proposing an additional amendment.**

7
8 WHEREAS, The Urban Forestry Council at its February 27, 2007 meeting discussed
9 Supervisor McGoldrick's plan to propose an amendment to the Board of Supervisors' Rules of
10 Order and amendments to Article 16 of the San Francisco Public Works Code, Section 810;
11 Landmark Trees as presented in a City Attorney's Office Memorandum dated February 22,
12 2007 (attached); and

13 WHEREAS, The Urban Forestry Council supports and commends Supervisor
14 McGoldrick's planned proposed amendments; and

15 WHEREAS, The Urban Forestry Council proposes an additional amendment to the
16 Urban Forestry Ordinance to ensure that trees nominated by Department Heads and Property
17 Owners, be granted the same protection provided under Section 810 (d) Temporary
18 Designation of Landmark Tree Status to trees nominated by other authorized nominators;
19 now, therefore, be it

20 RESOLVED, That the Urban Forestry Council supports Supervisor McGoldrick's plan
21 to propose amendments to Article 16 of the San Francisco Public Works Code, Section
22 810, and urges Supervisor McGoldrick to consider an additional amendment to grant the same
23 temporary protection to all nominated trees regardless of the identity of the nominator.

24 //
25 //

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1 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular
2 Meeting on February 27, 2007.

3 Monica Fish

4 Monica Fish, Council Secretary

5 VOTE: Approved (8-0)

6 Ayes: Council Members Milne, Blair, Boss, Cohen, Habert, Quirke, Sherk, and Sustarich.

7 Noes: None

8 Absent: Council Members Costello, Griswold, Marks, Miller, Nervo, Rodgers, and Sacamano



DENNIS J. HERRERA
City Attorney

FRANCESCA GESSNER
Deputy City Attorney

DIRECT DIAL: (415) 554-4762
E-MAIL: francesca.gessner@sfgov.org

MEMORANDUM

TO: Urban Forestry Council Members
FROM: Francesca Gessner
Deputy City Attorney
DATE: February 22, 2007
RE: Sup. McGoldrick's Plan to Propose Amendments to the Landmark Tree Ordinance

On February 20, 2007, Terry Milne, Deputy City Attorney John Malamut, and I met with Supervisor McGoldrick's office to discuss possible legislative changes to the Landmark Tree process aimed primarily at speeding up the process at the Board of Supervisors' level. At Terry Milne's request, I have prepared a brief summary of the proposed amendments that Supervisor McGoldrick is planning to introduce at the Board of Supervisors:

(1) Motion to Amend the Board of Supervisors' Rules of Order

Supervisor McGoldrick plans to introduce a motion to amend the Board's Rules of Order pursuant to Resolution No. 002-07-UFC, which was adopted by the Urban Forestry Council ("UFC") at its January 26, 2007 meeting, and which urges the Board to amend its Rules of Order to provide that approved landmark tree nominations automatically be calendared for hearing before the appropriate committee of the Board. This amendment would speed up the process at the Board once it receives a recommendation from the UFC.

(2) Proposed Amendments to the Landmark Tree Ordinance

Supervisor McGoldrick also plans to propose the following three amendments to the Landmark Tree Ordinance:

(a) Amend Section 810(b)(1) to allow the Board of Supervisors to nominate a tree by adoption of a *motion* of intent to nominate a tree, as opposed to by adoption of a *resolution*. This amendment would speed up the initial nomination process so as to get the tree to the UFC for a hearing in a more timely manner. In addition, amend Section 810(d) so that the 180-day temporary designation begins at the time a Supervisor introduces a *motion* of intent to initiate a nomination, as opposed to a resolution.

(b) Amend Section 810(b)(4) to specify that when the Board of Supervisors designates a tree as a landmark, it shall do so by ordinance. In addition, amend Section 810(d) so that upon the Board's passage of an ordinance designating a tree as a landmark, the 180-day temporary designation shall be automatically extended to cover the 10 days that the Mayor has to sign (or veto) the ordinance, as well as the 30 days following the Mayor's signature until the ordinance takes effect (thus allowing an automatic extension of up to 40 days total).

(c) Amend the Ordinance to set forth specific notice requirements for affected property owners regarding the date of the hearings before the Landmark Tree Committee and the UFC.

February 27, 2007

[Resolution Endorsing Landmark Tree Status for the California buckeye at 730 - 28th Avenue]

WHEREAS, Public Works Code, Article 16, Section 810 charges the Urban Forestry Council to examine nominated landmark trees using criteria approved by the Board of Supervisors; and,

WHEREAS, the California buckeye (*Aesculus californica*) at 730 - 28th Avenue fulfills the landmark tree criteria that includes:

Rare: The tree is uncommon, possibly rare in San Francisco.

Size: The tree, while not notably large, was of a good size and large considering the poor sandy soils and proximity to the ocean winds.

Age: The tree appeared somewhat advanced in age. The committee notes that the well-respected consulting arborist, Roy Leggitt, suggests that the tree could be over 100 years old.

Historical Association: The tree may have historical context in that it possibly predates the oldest houses built in the area.

Neighborhood Appreciation: The tree has neighborhood appreciation as expressed by neighbors and the property-owner's nomination of the tree. There is a petition with over 60 names in support of this tree.

Character Defining Form: The tree had character-defining form.

Low Tree Density: The tree was in a relatively low tree density area, though part of an interdependent small cluster of trees which helped define the character of the area.

Wildlife Habitat: The tree, as a San Francisco native, provided wildlife habitat; and,

WHEREAS, This tree provides social, environmental and economic benefits to the property, neighborhood and city; now, therefore be it

RESOLVED, The Urban Forestry Council recommends the California buckeye (*Aesculus californica*) at 730 - 28th Avenue for landmark status to the Board of Supervisors.

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February 27, 2007

I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on
February 27, 2007.

Monica Fish

Monica Fish, Council Secretary

VOTE: Landmark Status Approved (9-0) (6 Absent)

Ayes: Council Members Milne, Blair, Boss, Cohen, Costello, Habert, Quirke, Sherk, and Sustarich.

Noes: None

Absent: Council Members Griswold, Marks, Miller, Nervo, Rodgers, and Sacamano

February 27, 2007

[Resolution Endorsing Landmark Tree Status for the New Zealand Christmas Tree in front of 1221 Stanyan Street]

WHEREAS, Public Works Code, Article 16, Section 810 charges the Urban Forestry Council to examine nominated landmark trees using criteria approved by the Board of Supervisors; and,

WHEREAS, the New Zealand Christmas Tree (*Metrosideros excelsus*) in front of 1221 Stanyan Street fulfills the landmark tree criteria that includes:

Rare: The tree is exceedingly rare in San Francisco. There may be only one or two other yellow-flowered forms of this species in the city.

Size: The tree was significantly large with at DBH of 24", and a height and canopy with each approaching 30'.

Age: The tree appeared to be significantly old.

Character Defining Form: The tree had character-defining form.

Tree Condition: The tree appeared in excellent health.

Historical Association: The tree, having been imported and planted by the noted SF horticulturist Victor Reiter, has significant historical value.

Planting Defines Neighborhood Character: The tree, by being a significant large tree, helps define the character of the tree-lined street on which it resides.

Prominent Landscape Feature: The tree is a prominent landscape feature and is located in a highly visible location with both vehicular and pedestrian traffic.

Profiled in a Publication or Other Media: The tree is a featured tree in the book, Trees of San Francisco, by Mike Sullivan.

Neighborhood Appreciation: The tree has neighborhood and city-wide appreciation in that it is viewed on tree-tour walks.

Wildlife Habitat: The tree provides habitat for birds.

WHEREAS, This tree provides social, environmental and economic benefits to the property, neighborhood and city; now, therefore be it

RESOLVED, The Urban Forestry Council recommends the New Zealand Christmas Tree (*Metrosideros excelsus*) at 1221 Stanyan Street for landmark status to the Board of Supervisors.

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February 27, 2007

[Resolution Endorsing Landmark Tree Status for the California buckeye at 730 - 28th Avenue]

WHEREAS, Public Works Code, Article 16, Section 810 charges the Urban Forestry Council to examine nominated landmark trees using criteria approved by the Board of Supervisors; and,

WHEREAS, the California buckeye (*Aesculus californica*) at 730 - 28th Avenue fulfills the landmark tree criteria that includes:

Rare: The tree is uncommon, possibly rare in San Francisco.

Size: The tree, while not notably large, was of a good size and large considering the poor sandy soils and proximity to the ocean winds.

Age: The tree appeared somewhat advanced in age. The committee notes that the well-respected consulting arborist, Roy Leggitt, suggests that the tree could be over 100 years old.

Historical Association: The tree may have historical context in that it possibly predates the oldest houses built in the area.

Neighborhood Appreciation: The tree has neighborhood appreciation as expressed by neighbors and the property-owner's nomination of the tree. There is a petition with over 60 names in support of this tree.

Character Defining Form: The tree had character-defining form.

Low Tree Density: The tree was in a relatively low tree density area, though part of an interdependent small cluster of trees which helped define the character of the area.

Wildlife Habitat: The tree, as a San Francisco native, provided wildlife habitat; and,

WHEREAS, This tree provides social, environmental and economic benefits to the property, neighborhood and city; now, therefore be it

RESOLVED, The Urban Forestry Council recommends the California buckeye (*Aesculus californica*) at 730 - 28th Avenue for landmark status to the Board of Supervisors.



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda DOCUMENTS DEPT.

Friday, March 23, 2007 at 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Terry Milne
Chair

Carolyn Blair
Mike Boss
Jocelyn Cohen
Dr. Larry Costello
Steve Griswold

Milton Marks
Lena Miller
Kelly Quirke, Vice-Chair
Bonnie Ora Sherk

David Habert
SF Redevelopment Agency

AnMarie Rodgers
SF Planning Department

Susan Nervo
SF Recreation & Park Department

Paul Sacamano
SF Department of Public Works

Mark Sustarich
SF Public Utilities Commission

Grace Ma
Urban Forestry Specialist

Monica Fish
Urban Forestry Council Secretary

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Public comment will be taken before the Council takes action on any item.

Order of Business

AGENDA

1. CALL TO ORDER

2. ROLL CALL

- 3. ACTION:** Adoption of minutes of the February 27, 2007 Urban Forestry Council Regular Meeting. (Explanatory Document: Draft Minutes of the February 27, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=56494.)

- 4. INFORMATION and DISCUSSION:** City of Novato Green Design. Mr. Glenn Young will describe the City of Novato's street design program that places trees in between diagonally parked cars and results in environmental, transit and social benefits.

SPONSOR: Member Carolyn Blair

SPEAKER: Glenn Young, Director of Public Works, Novato

- 5. INFORMATION and DISCUSSION:** City Greening Initiatives. Mr. Daniel Sider, the Director of City Greening for San Francisco, will report on city greening initiatives and Council members will ask questions.

- 6. DISCUSSION and ACTION:** San Francisco General Plan. Council Members will discuss and vote on a Resolution in support of the Planning Department's efforts to incorporate the Urban Forest Plan into the San Francisco General Plan. (Explanatory document: Draft Resolution (Word) <http://web1.sfgov.org/site/uploadedfiles/ResFile2007-06-UFCGeneralPlan.doc>.)

SPONSOR: Chair Terry Milne and Grace Ma

SPEAKER: Grace Ma

- 7. DISCUSSION:** Landmark Tree Incentives Report. Committee members will discuss a report from the Office of the Legislative Analyst on incentives to encourage nomination and designation of landmark trees. (Explanatory Document: Legislative Analyst Report (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2006/item9OLAincentivesforlandmarktrees.pdf>)

SPONSOR/SPEAKER: Member Bonnie Ora Sherk

- 8. DISCUSSION and ACTION:** Nominations for Chair and Vice Chair of the Urban Forestry Council. Council members will nominate candidates for the Chair and Vice Chair positions in preparation for an election to be held at the April 24, 2007 regular meeting.

- 9. INFORMATION and DISCUSSION:** Staff Report, Grace Ma. Ms. Ma will provide updates on UFC administrative and programmatic operations relating to funding, planning, research, outreach, and related activities.

10. COMMITTEE REPORTS:

- Funding Committee
Chair

The next meeting will be on May 1, 2007 at 12:00 PM at 11 Grove Street.

- Planning & Policy Committee

Chair, Paul Sacamano

The next meeting will be on April 19, 2007 at 4:00 PM at 11 Grove Street.

- Landmark Tree Committee

Chair, Mike Boss

The next meeting will be on April 10, 2007 at 4:00 PM at City Hall, Room 421.

11. CHAIR'S ANNOUNCEMENTS: Terry Milne, Chair, Urban Forestry Council.

12. INFORMATION and DISCUSSION: New Business

13. PUBLIC COMMENT: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

14. ADJOURNMENT

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability accessibility hotline at (415) 554-6060.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sof@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage: www.sfenvironment.com/; or, upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Posted: March 19, 2007



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT

URBAN FORESTRY COUNCIL

DRAFT MINUTES

Friday, March 23, 2007 at 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

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1. **CALL TO ORDER.** The Urban Forestry Council meeting was called to order at 10:07 a.m.
2. **ROLL CALL.** Present: Chair Milne, Vice-Chair Quirke, Members Blair, Cohen, Habert, Marks, Miller, Nervo, Rodgers, Sacamano, Sherk and Sustarich; Excused: Members Boss, Costello and Griswold.
3. **ACTION:** Adoption of minutes of the February 27, 2007 Urban Forestry Council Regular Meeting. Upon Motion by Member Blair and second by Member Sustarich, the February 27, 2007 Meeting Minutes were adopted without objection (Absent: Members Boss, Costello, and Griswold). (Explanatory Document: Approved Minutes of the February 27, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=56494.)
4. **INFORMATION and DISCUSSION:** City of Novato Green Design. Mr. Glenn Young described the City of Novato's street design program that places trees in between diagonally parked cars and results in environmental, transit and social benefits (Explanatory Document: Presentation (PDF) <http://web1.sfgov.org/site/uploadedfiles/GYoungpresentation.pdf>).

SPONSOR: Member Carolyn Blair

SPEAKER: Glenn Young, Director of Public Works, Novato

Mr. Young presented facts about Novato and history of its downtown from 1900 to the present describing street design, demographics, transit gateways, agricultural beginnings, and the evolution of downtown businesses. Pictures of Grant Avenue from 1900 to present were shown. It was explained that the two main streets in Downtown Novato are Grant Avenue and Redwood Highway 101. It was reported that Novato had been experiencing problems in its downtown area due to relocation of a highway east of downtown and construction of the Vintage Oak shopping center two miles south of downtown that drew visitors and businesses away from the area. As a result, a lack of funding resulted in infrastructure problems which made the area less attractive for visitors and businesses.

Mr. Young presented facts about Grant Avenue, describing Old Town Novato that now contains restored historical buildings, older businesses, less traffic, and angled parking and the western area that includes larger, newer businesses, more traffic and parallel parking. Infrastructure problems that were previously associated with the downtown area were discussed, e.g. deteriorated paving; trees damaging sidewalks, storm drain damage; aging infrastructure; street lights too far apart and not providing enough light; lack of funding for repairs, inadequate utility service to downtown businesses; damage to business entrances; makeshift repairs that were not ADA compliant,

Mr. Young stated that the Downtown Grant Avenue streets improvement project that addressed these issues was one of the largest projects that had been completed in Novato. A Downtown Specific Plan was adopted in 1988 and work began in 2001 with a concept design started and three publicly noticed and well attended public meetings. The City Council approved the Plan in 2001 and the Design Consultants, the Citizens Advisory Committee, Downtown Business Association, the Public, and the City of Novato worked on this effort. Plans and specifications were prepared and the project was advertised in August 2002.

Goals were established in order to revitalize the downtown by making it more attractive for residents and businesses. Goals and core elements of the Concept Plan included improvements to (1) infrastructure, (2) upsizing of utility service, (3) pedestrian atmosphere, (4) consistency with the streetscape, (5) new pavement and sidewalks, (6) adding ADA components, (7) new lighting and fixtures, (8) planting trees particularly within the parking areas to reduce the visual corridor down the street to slow people down while driving; and (9) creating other planter areas.

Mr. Young reported on tree selection, major tasks prior to construction, construction issues, and major controversies, e.g. trees vs. parking. It was stated that complaints were received from the public that they were inconvenienced by not being able to park in front of businesses, but advised that many businesses were in favor of the parking design. A discussion was held on the parking that was removed from the downtown area as a result of the project.

Mr. Young discussed funding sources and project costs. It was advised that the total cost of the project amounted to approximately \$10 million for design, construction, and construction and design management. The cost for the trees amounted to 10% of the project cost (approximately \$617,000) that included the trees, irrigation, 2400 plants for side areas, and other related costs. Mr. Young described the project's positive results—establishment of new downtown businesses, frontages redone, more visitors, and a downtown Farmer's Market. Problems that were experienced included tree vandalism and keeping the sidewalks clean.

The presentation link is available above for additional information.

Chair Milne inquired about the sustainability of all the plantings and tree vandalism. Mr. Young stated people had stolen the plants in a newly planted area and broke trees when they were young. Initial plantings in the 24-inch box had to be replaced with 15-gallon trees. It was stated that crews are looking forward to taking tree guards out, and that the next

challenge would be to remove the solid grates and fill in the area with soil to make sure the trees are getting water. It was stated that some of the bigger trees such as the redwood and sycamore were saved, and that a lot of the trees have grown. Novato preserved some or a limited number of larger trees.

Member Cohen asked if the bricks are set in sand or mortared in. Mr. Young stated that they decided to go without the bricks because it would have increased the cost by approximately \$500,000. Member Cohen asked about the long term duration of the Plan--whether the trees would have a more permanent life and move through maturity instead of being torn down because of a new design. Mr. Young stated that they hope that the trees last for a long time and advised of the Yarwood Sycamores in town that are about 60 years old. It was stated that the determining factor would be how big the trees get and if they start to damage the hardscape. Mr. Young advised that the trees that were previously in the area were more likely to cause damage, but since then the City of Novato has implemented ordinances and has a recommended tree list to choose from. Guidelines are also provided on how far the tree basins should be from improvements.

Member Sherk asked if there was any interest by the city of Novato in using California native trees that would require less maintenance than the current selection. Mr. Young stated that there were few recommendations from the public and that trees were chosen from the recommended list by the landscape architect. It was stated that the current selection adds a nice aesthetic to the downtown area.

Member Habert asked if there is a maintenance structure set up. Mr. Young stated that the City is responsible for maintenance, and that the cost is approximately \$136,000 per year. It was stated that consideration was given to creating an assessment district for the maintenance but since an assessment district for the improvements was not approved, the idea was not pursued further. It was stated that the City viewed it as their contribution to revitalizing and improving their town and bringing in more revenue.

Member Blair asked when the trees were planted. Mr. Young stated that the trees in Old Town were planted in 2003 and were completed in 2004 due to adjustments (work stoppages) for the Christmas holidays.

Chair Milne discussed the parking loss that Mr. Young mentioned as a result of planting trees in the street right of way. Mr. Young stated that the architect had done a similar design in Mountain View and that they augmented by putting in a parking structure off street, which is also part of Novato's Downtown Specific Plan to put in an additional two parking structures.

Chair Milne thanked Mr. Young for his presentation and stated that he hopes San Francisco can benefit from the ideas that were used in Novato.

5. **INFORMATION and DISCUSSION:** City Greening Initiatives. Mr. Daniel Sider, the Director of City Greening for San Francisco, reported on city greening initiatives and Council members asked questions.

Mr. Daniel Sider reported that the Mayor's City Greening initiatives include landscaping, tree plantings and softscape and at the same time includes the broader public realm that is critical to pursuits. It was stated that one quarter of the City's total land area is devoted to rights of ways, streets, and sidewalks. With this in mind, the Mayor has issued instructions to focus on streets and sidewalks and the public realm that includes parks and plazas. This effort includes everything from tree planting and traditional landscaping to broader efforts for streetscape design and the physical infrastructure project that accompanies the physical improvements to the City's rights of ways. It was stated that "greening" is landscaping and trees, but it is much more than plant material.

Mr. Sider discussed the Director's Working Group, a working group of Department Directors from City agencies, which assembles for a biweekly meeting to collaborate on projects and significant problems. It was advised that projects extend into areas such as ecology, sustainability, and environmental mindfulness; for example, street trees can't be contemplated without thinking about storm water management; new structures whether its street furniture or new buildings can't be thought of without keeping in mind green building technologies and materials; plantings can't be thought of without consideration for native species, without water consumption and pollution control issues in mind, etc.

Upcoming Projects were reported on:

The Academy of Sciences is building a new structure in Golden Gate Park which will be the largest LEED Platinum facility open to the public in the country (opening in 2008). The Academy will have 1.7 million native plants along with 200,000 square feet of green cover. The Mayor's Office is encouraging increasing green building through a Green Building Task Force that includes ten experts from government, finance, architecture, development, and construction.

The Mayor's initiative to plant 5,000 trees each year is in its third year and has exceeded the benchmark thanks to the Department of Public Works' good work. An objective is to engage interagency collaboration to pull together to create basins and to plant and maintain trees so they become trees of the desired scope and scale.

Better Streets Plan—a public event is kicking off on April 5th at 5:15 p.m., at City Hall's North Light Court. The Better Streets Plan is a once in a generation opportunity bringing together staff from multiple agencies to plan for our streets and public realm looking to balance the needs of all users with a particular focus on the pedestrian environment. The Plan will reflect the understanding that the pedestrian environment is more than just transportation--streets serve as social spaces, recreational spaces, and serve ecological and environmental purposes as well.

Urban Forest mapping of projects--Through a partnership initiated by Friends of the Urban Forest, Department of Public Works and Autodesk, online mapping tools have been developed to map our urban forest and includes a user friendly map of every street tree in San Francisco, link www.sftreemap.org. This project creates and maintains a consistent tree database and manages the urban forest assets. It also provides a tool for the community to be able to map their own trees or to add photos and stories about trees that are on the map. At this time, you can click on a tree and be able to access information

about diameter at breast height, species, health, and size of basin. As the project evolves, more information will be included.

Chair Milne recommended adding a gold star for landmark tree designations. It was asked how the Council can interact with Mr. Sider's program to promote the landmark tree program. Mr. Sider stated that the profile of the landmark tree process and benefits needs to be raised substantially and suggested setting up a meeting to discuss this issue further.

Member Marks stated his support for the mapping project, but asked how it was possible to do this project without there being an inventory of street trees. Mr. Sider stated that information to date has been assembled from the Bureau of Urban Forestry and from Friends of the Urban Forest. It was indicated that the framework for the project has been set, is in its beginning stages, and will be verified and added to from here. Member Marks urged the City to consider an inventory so there could be a baseline to move forward from and an accurate picture. It was also recommended that the City's goal of planting 5000 trees a year be not just the number of trees planted, but a net increase of 5000 trees a year.

Member Sherk spoke in support of the mapping project as it relates to the idea of a systemic design and the interrelationship of the different departments. It was stated that it is important to underscore the choice of tree plantings for each place and to use native plantings because they are easier to maintain, are more acclimated to the environment, and creates an opportunity for education. Member Sherk stated that she would like to see the City develop an educational program for children and adults to really understand their local place. It was also recommended that a bigger palate of street trees be considered.

Member Blair recommended that a reference be made to the City wanting to preserve existing trees and that sftreemap shows the location of available empty basins. Member Blair also discussed merchants' interest in increasing their business by increasing the amenities of the shopping experience as well as the quality of their product by removing parking spaces in order to expand the sidewalks as discussed in the previous presentation. Member Blair discussed the Department of the Environment's upcoming landmark tree website and requested Mr. Sider's support in implementing the website as it is a tracking device for landmark tree nominations.

Member Cohen discussed PG&E's upgrades in her neighborhood and how everything is being torn down, but not replaced, and requested that the Greening Office get the development to stop until consideration can be given to doing it right. Mr. Sider discussed the necessity for upgrades and the effort of the Director's Working Group to coordinate other improvements into street projects so there are new trees, retained trees that are monitored through the construction project, and streets are repaved.

Member Cohen asked whether the community can log into the new mapping website and add information. Mr. Sider confirmed that the tool is a community mechanism where people can add information about trees. The information is then checked by the City and Friends of the Urban Forest staff. Member Cohen suggested issuing certificates or another type of star for trees that are not of landmark quality but are "great" trees. It was asked if City aerial maps are an aspect of sftreemap. Mr. Sider explained that the tree map pulls different sources of information from the Bureau of Urban Forestry, Friends of the Urban Forest, and

that Autodesk contracts out with Google, Yahoo, and Microsoft to provide satellite imagery. Mr. Sider indicated that he would look into the frequency of how often the information is updated.

Vice-Chair Quirke stated that the Friends of the Urban Forest's (FUF) idea which they have some funding for is to employ youth crews to go on the street to do an inventory of FUF trees and to assess their health.

Member Rodgers thanked Mr. Sider and the Mayor for their efforts in helping to encourage the City agencies to work together to combine the planning with the implementation agencies to get the most work done. It was suggested that because of limited resources and in order to place more data on the website, that an interactive model that verifies information, e.g. Wikipedia, be added to allow anyone to add a tree. Vice-Chair Quirke stated that the Autodesk software has the capability to do this function.

6. **DISCUSSION and ACTION:** San Francisco General Plan. Council Members discussed and voted on a Resolution in support of the Planning Department's efforts to incorporate the Urban Forest Plan into the San Francisco General Plan. (Explanatory document: Approved Resolution (PDF) <http://web1.sfgov.org/site/uploadedfiles/Res006-07-UFCGeneralPlan.pdf>)

SPONSOR: Chair Terry Milne and Grace Ma, Urban Forestry Specialist

SPEAKER: Grace Ma

Member Rodgers explained that many Council Members had expressed that the Urban Forest Plan required more refinement, information, and work to be brought up to City standards before it could be incorporated into the General Plan. As a result and with encouragement from the Council, the Planning Department requested \$200,000 from their budget to develop the Urban Forest Plan. The Board of Supervisors approved the budget request, and the Planning Department is moving forward on the effort.

Member Rodgers advised that the Planning Department staff member assigned to this effort is a member of the Better Streets team and has substantial experience in landscape design and planning. It was stated that the Planning Department feels that the Plan could best be developed with a team of outside consultants. It was explained that the Civil Service Commission is interested in preserving Civil Service positions in City employment and prefers for City agencies to do work in-house when possible. In this case, the Planning Department is arguing that they do not have the required expertise, e.g. arborists, urban ecologists, in-house. Member Rodgers asked the Council to pass the Resolution in support of the Planning Department's efforts to hire a team of outside consultants.

Member Rodgers explained that after the Civil Service Commission issues an approval, the project would be defined and an RFP issued. The Council would be consulted on defining the type of consultants, what the project would consist of, and timeframe. The project would take approximately one year, and efforts would be made to engage the community through forums such as the Urban Forestry Council, other existing City forums, public outreach and communication, and workshops. The Plan would then be approved by the Council and the Planning Commission before being incorporated into the General Plan and forwarded to the Board of Supervisors for their approval.

Member Sherk referred to the Sierra Club letter (Explanatory Document: Sierra Club Letter (PDF) <http://web1.sfgov.org/site/uploadedfiles/sierrclub.pdf>) and asked if there was a way to incorporate any of their ecological suggestions into this effort. Member Rodgers stated that she spoke to a member of the Sierra Club, Ms. Ruth Gravanis, who stated that the Sierra Club was concerned with the professionalism of the Urban Forest Plan and had requested that the Resolution language be amended to ensure that the original Plan not be the one referred to for adoption by the City. Member Rodgers stated that the Planning Department's objective is to develop a new process that would develop a new plan from further work and advised that the Resolution could be amended in the first Resolved clause to refer to the yet to be developed Urban Forest Plan.

Member Sacamano stated that he agrees with the need to hire outside consultants to ensure that the required expertise is available and asked when this issue would be calendared before the Civil Service Commission. Member Rodgers stated that Mr. Andres Power, the Planning Department member assigned to this effort is securing a date with the Civil Service Commission. Member Sacamano asked if the Resolution was aimed towards the Civil Service Commission and whether the Council could advise the Civil Service Commission. Member Rodgers confirmed that the Urban Forestry Council is vested in developing an Urban Forest Plan and is the body who can advise on how it should be done. It was advised that the City Attorney's Office had also reviewed the Resolution.

Member Marks asked if the Urban Forest Plan would be a stand alone element or incorporated in various elements of the Plan. Member Rodgers stated that there are a number of ways to get policy language to be official City policy. One is that it could be a stand alone element, such as the Transportation Element, Housing Element, etc. It was advised that there are ancillary policy documents that are incorporated by reference into the General Plan but are not a physical component of the General Plan, such as the Bicycle Plan which is incorporated by reference.

Member Marks indicated that the Ordinance establishing the Council sets forth reporting responsibilities that every year the Council has to report to the Board of Supervisors and the Mayor on how well public agencies and other urban forest managers are implementing the Urban Forest Plan. It was stated that if the Plan were to not be a separate stand alone element within the General Plan, it would be difficult for the Council to meet its reporting responsibilities. Member Marks asked how the Urban Forestry Council could meet its reporting responsibilities if the Urban Forest Plan were to become the Planning Department's Plan. Member Rodgers stated that she does not believe that it would encumber the Council's ability to do reporting and monitoring. It was stated that putting the Urban Forest Plan into the General Plan would give our policies more authority as the General Plan is the City's official policy document.

Member Sustarich referred to the Sierra Club letter section where they suggest that the existing native ecosystems be managed consistent with the Natural Areas Management Plan and the Open Space Element of the General Plan and asked to add that management be consistent with the SFPUC Environmental Stewardship Policy and the Vegetation Management Plan.

Member Cohen stated that the Resolution language does not have to be amended as line 24 states that the Urban Forestry Council's intention is to expand the scope and utility of this Plan so therefore incorporates what the Sierra Club has requested. Member Rodgers advised that the intent is to not duplicate other agencies existing work, but to create an umbrella document that unites the work and looks at the function of trees throughout the City.

Member Blair stated that the Urban Forestry Council should focus on trees as required by the Ordinance and not have its efforts diluted by other special interest groups.

Urban Forestry Specialist Ma stated that the Annual Report is an update on what the City agencies and the Council has done in relation to urban forestry and how those activities support the Urban Forest Plan. Ms. Ma felt that reporting requirements could still be met regardless of where the Plan was housed.

Upon Motion by Member Cohen and second by Member Sacamano, the Resolution in support of the Planning Department's efforts to incorporate the Urban Forest Plan into the San Francisco General Plan was unanimously adopted without objection. (Absent: Members, Boss, Costello and Griswold).

7. **DISCUSSION:** Landmark Tree Incentives Report. Council members discussed a report from the Office of the Legislative Analyst on incentives to encourage nomination and designation of landmark trees. (Explanatory Document: Legislative Analyst Report (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufo/supporting/2006/item9OLAincentivesforlandmarktrees.pdf>)
SPONSOR/SPEAKER: Member Bonnie Ora Sherk

Member Sherk stated that it is important for the Council to consider landmark tree incentives as a result of information presented at Council landmark tree hearings and the situation where a potential landmark tree was torn down by the property owner. It was stated that the Legislative Analyst's Report contains very good ideas such as help with maintenance and offering tax incentives. It was advised that the report indicates that two cities, Visalia and Santa Cruz, support the cost of maintenance of landmark trees. Member Sherk recommended that the Council suggest that the Board of Supervisors reconsider the idea of incentives.

Member Rodgers indicated that she had provided explanatory documents on three different types of financial incentives for landmark buildings on a previously scheduled agenda item on incentives for landmark buildings. It was stated that the procedures for landmarking buildings and issuing incentives is under and rarely used, but there is a powerful opportunity called the Mills Act which allows for a reduction in local taxes if you choose to landmark a building. The amount of taxes that are reduced are then supposed to go back into the building for maintenance upgrades and rehabilitation.

Member Rodgers reported that there is a project located on Haight Street that is about to go through the Board of Supervisors Office and will be only the second time that the City will be using the Mills Act to reduce taxes. The project is sponsored by Supervisor Peskin and amounts to a \$20,000 reduction in property taxes. It was indicated that the Historic Preservation staff is looking at using the Mills Act more for encouraging landmarking of

buildings. Member Rodgers recommended that the Council explore using the same type of incentives for landmark trees.

Member Cohen questioned the wording in the Legislative Analyst Report as it indicates that a landmark tree creates a financial or other type of burden and restricts the freedom of a property owner. It was recommended that property owners be given other than financial incentives to landmark trees.

Member Habert recommended working toward incorporating incentives into outreach in order to neutralize potential opposition of property owners or other people to landmarking trees.

Vice-Chair Quirke proposed that this issue be brought back to the Planning Committee for further consideration.

Member Miller stated that it is important that there be incentives, but that they should not always be financial. It was stated that maintaining the quality of life in San Francisco is a part of owning property in San Francisco.

Chair Milne stated that he was intending to talk to Supervisor Peskin's Office to suggest issuing certificates for landmark trees.

8. **DISCUSSION and ACTION:** Nominations for Chair and Vice Chair of the Urban Forestry Council. Council members will nominate candidates for the Chair and Vice Chair positions in preparation for an election to be held at the April 24, 2007 regular meeting.

Upon Motion by Member Habert and second by Member Blair, Chair Milne and Vice-Chair Quirke were nominated for another term in their positions as Chair and Vice-Chair without objection.

9. **INFORMATION and DISCUSSION:** Staff Report, Grace Ma. Urban Forestry Specialist Ma indicated that there was nothing further to report since the March meeting.

10. **COMMITTEE REPORTS:**

- Funding Committee

Chair Milne reported that the March 6 Funding Committee meeting was cancelled. The next meeting will be on May 1, 2007 at 12:00 PM at 11 Grove Street.

Member Sacamano left the meeting at this time.

- Planning & Policy Committee
Chair, Paul Sacamano

Urban Forestry Specialist Ma reported that at the March 15 meeting, a discussion was held on prioritizing Urban Forest Plan action steps and implementation steps were determined.

The next meeting will be on April 19, 2007 at 4:00 PM at 11 Grove Street.

- Landmark Tree Committee
Chair, Mike Boss

Chair Milne reported that the Committee discussed and deferred action on the nomination and evaluation forms to their next meeting. Chair Milne inquired about upcoming Board of Supervisors Committee meetings on landmark tree designations. Urban Forestry Specialist Ma stated that she is not aware of any scheduled Committee meetings for landmark tree designations. Trees that are scheduled to be heard possibly in April include the holly, the California buckeye, and the tree on Rosemont Place.

The next Planning Committee meeting will be on April 10, 2007 at 4:00 PM at City Hall, Room 421.

11. **CHAIR'S ANNOUNCEMENTS:** Terry Milne, Chair, Urban Forestry Council. Chair Milne stated that the Arbor Day kickoff on Army Street on Wednesday morning was well attended by six members of the Urban Forestry Council.
12. **INFORMATION and DISCUSSION:** New Business. Member Blair asked Ms. Ma when Urban Forestry Council members are supposed to send in their applications for reappointment to the Urban Forestry Council. Ms. Ma advised that all eight of the Board appointee's terms expire on April 5, 2007, and a Board of Supervisors Rules Committee meeting will be scheduled sometime in April. It was stated that Council members can continue to serve until they are reappointed or succeeded by a new member.
13. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.
14. **ADJOURNMENT.** The Urban Forestry Council meeting adjourned at 12:12 p.m.

The next Urban Forestry Council meeting is scheduled for Tuesday, April 24, 2007 at 5:30 p.m. in Room 416, City Hall.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Adopted:



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT

URBAN FORESTRY COUNCIL

APPROVED MINUTES

Friday, March 23, 2007 at 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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approved
1. **CALL TO ORDER.** The Urban Forestry Council meeting was called to order at 10:07 a.m.
 2. **ROLL CALL.** Present: Chair Milne, Vice-Chair Quirke, Members Blair, Cohen, Habert, Marks, Miller, Nervo, Rodgers, Sacamano, Sherk and Sustarich; Excused: Members Boss, Costello and Griswold.
 3. **ACTION:** Adoption of minutes of the February 27, 2007 Urban Forestry Council Regular Meeting. Upon Motion by Member Blair and second by Member Sustarich, the February 27, 2007 Meeting Minutes were adopted without objection (Absent: Members Boss, Costello, and Griswold). (Explanatory Document: Approved Minutes of the February 27, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=56494.)
 4. **INFORMATION and DISCUSSION:** City of Novato Green Design. Mr. Glenn Young described the City of Novato's street design program that places trees in between diagonally parked cars and results in environmental, transit and social benefits (Explanatory Document: Presentation (PDF) <http://web1.sfgov.org/site/uploadedfiles/GYoungpresentation.pdf>).

SPONSOR: Member Carolyn Blair

SPEAKER: Glenn Young, Director of Public Works, Novato

Mr. Young presented facts about Novato and history of its downtown from 1900 to the present describing street design, demographics, transit gateways, agricultural beginnings, and the evolution of downtown businesses. Pictures of Grant Avenue from 1900 to present were shown. It was explained that the two main streets in Downtown Novato are Grant Avenue and Redwood Highway 101. It was reported that Novato had been experiencing problems in its downtown area due to relocation of a highway east of downtown and construction of the Vintage Oak shopping center two miles south of downtown that drew visitors and businesses away from the area. As a result, a lack of funding resulted in infrastructure problems which made the area less attractive for visitors and businesses.

Mr. Young presented facts about Grant Avenue, describing Old Town Novato that now contains restored historical buildings, older businesses, less traffic, and angled parking and the western area that includes larger, newer businesses, more traffic and parallel parking. Infrastructure problems that were previously associated with the downtown area were discussed, e.g. deteriorated paving; trees damaging sidewalks, storm drain damage; aging infrastructure; street lights too far apart and not providing enough light; lack of funding for repairs, inadequate utility service to downtown businesses; damage to business entrances; makeshift repairs that were not ADA compliant,

Mr. Young stated that the Downtown Grant Avenue streets improvement project that addressed these issues was one of the largest projects that had been completed in Novato. A Downtown Specific Plan was adopted in 1988 and work began in 2001 with a concept design started and three publicly noticed and well attended public meetings. The City Council approved the Plan in 2001 and the Design Consultants, the Citizens Advisory Committee, Downtown Business Association, the Public, and the City of Novato worked on this effort. Plans and specifications were prepared and the project was advertised in August 2002.

Goals were established in order to revitalize the downtown by making it more attractive for residents and businesses. Goals and core elements of the Concept Plan included improvements to (1) infrastructure, (2) upsizing of utility service, (3) pedestrian atmosphere, (4) consistency with the streetscape, (5) new pavement and sidewalks, (6) adding ADA components, (7) new lighting and fixtures, (8) planting trees particularly within the parking areas to reduce the visual corridor down the street to slow people down while driving; and (9) creating other planter areas.

Mr. Young reported on tree selection, major tasks prior to construction, construction issues, and major controversies, e.g. trees vs. parking. It was stated that complaints were received from the public that they were inconvenienced by not being able to park in front of businesses, but advised that many businesses were in favor of the parking design. A discussion was held on the parking that was removed from the downtown area as a result of the project.

Mr. Young discussed funding sources and project costs. It was advised that the total cost of the project amounted to approximately \$10 million for design, construction, and construction and design management. The cost for the trees amounted to 10% of the project cost (approximately \$617,000) that included the trees, irrigation, 2400 plants for side areas, and other related costs. Mr. Young described the project's positive results—establishment of new downtown businesses, frontages redone, more visitors, and a downtown Farmer's Market. Problems that were experienced included tree vandalism and keeping the sidewalks clean.

The presentation link is available above for additional information.

Chair Milne inquired about the sustainability of all the plantings and tree vandalism. Mr. Young stated people had stolen the plants in a newly planted area and broke trees when they were young. Initial plantings in the 24-inch box had to be replaced with 15-gallon trees. It was stated that crews are looking forward to taking tree guards out, and that the next

challenge would be to remove the solid grates and fill in the area with soil to make sure the trees are getting water. It was stated that some of the bigger trees such as the redwood and sycamore were saved, and that a lot of the trees have grown. Novato preserved some or a limited number of larger trees.

Member Cohen asked if the bricks are set in sand or mortared in. Mr. Young stated that they decided to go without the bricks because it would have increased the cost by approximately \$500,000. Member Cohen asked about the long term duration of the Plan--whether the trees would have a more permanent life and move through maturity instead of being torn down because of a new design. Mr. Young stated that they hope that the trees last for a long time and advised of the Yarwood Sycamores in town that are about 60 years old. It was stated that the determining factor would be how big the trees get and if they start to damage the hardscape. Mr. Young advised that the trees that were previously in the area were more likely to cause damage, but since then the City of Novato has implemented ordinances and has a recommended tree list to choose from. Guidelines are also provided on how far the tree basins should be from improvements.

Member Sherk asked if there was any interest by the city of Novato in using California native trees that would require less maintenance than the current selection. Mr. Young stated that there were few recommendations from the public and that trees were chosen from the recommended list by the landscape architect. It was stated that the current selection adds a nice aesthetic to the downtown area.

Member Habert asked if there is a maintenance structure set up. Mr. Young stated that the City is responsible for maintenance, and that the cost is approximately \$136,000 per year. It was stated that consideration was given to creating an assessment district for the maintenance but since an assessment district for the improvements was not approved, the idea was not pursued further. It was stated that the City viewed it as their contribution to revitalizing and improving their town and bringing in more revenue.

Member Blair asked when the trees were planted. Mr. Young stated that the trees in Old Town were planted in 2003 and were completed in 2004 due to adjustments (work stoppages) for the Christmas holidays.

Chair Milne discussed the parking loss that Mr. Young mentioned as a result of planting trees in the street right of way. Mr. Young stated that the architect had done a similar design in Mountain View and that they augmented by putting in a parking structure off street, which is also part of Novato's Downtown Specific Plan to put in an additional two parking structures.

Chair Milne thanked Mr. Young for his presentation and stated that he hopes San Francisco can benefit from the ideas that were used in Novato.

5. **INFORMATION and DISCUSSION:** City Greening Initiatives. Mr. Daniel Sider, the Director of City Greening for San Francisco, reported on city greening initiatives and Council members asked questions.

Mr. Daniel Sider reported that the Mayor's City Greening initiatives include landscaping, tree plantings and softscape and at the same time includes the broader public realm that is critical to pursuits. It was stated that one quarter of the City's total land area is devoted to rights of ways, streets, and sidewalks. With this in mind, the Mayor has issued instructions to focus on streets and sidewalks and the public realm that includes parks and plazas. This effort includes everything from tree planting and traditional landscaping to broader efforts for streetscape design and the physical infrastructure project that accompanies the physical improvements to the City's rights of ways. It was stated that "greening" is landscaping and trees, but it is much more than plant material.

Mr. Sider discussed the Director's Working Group, a working group of Department Directors from City agencies, which assembles for a biweekly meeting to collaborate on projects and significant problems. It was advised that projects extend into areas such as ecology, sustainability, and environmental mindfulness; for example, street trees can't be contemplated without thinking about storm water management; new structures whether its street furniture or new buildings can't be thought of without keeping in mind green building technologies and materials; plantings can't be thought of without consideration for native species, without water consumption and pollution control issues in mind, etc.

Upcoming Projects were reported on:

The Academy of Sciences is building a new structure in Golden Gate Park which will be the largest LEED Platinum facility open to the public in the country (opening in 2008). The Academy will have 1.7 million native plants along with 200,000 square feet of green cover. The Mayor's Office is encouraging increasing green building through a Green Building Task Force that includes ten experts from government, finance, architecture, development, and construction.

The Mayor's initiative to plant 5,000 trees each year is in its third year and has exceeded the benchmark thanks to the Department of Public Works' good work. An objective is to engage interagency collaboration to pull together to create basins and to plant and maintain trees so they become trees of the desired scope and scale.

Better Streets Plan—a public event is kicking off on April 5th at 5:15 p.m., at City Hall's North Light Court. The Better Streets Plan is a once in a generation opportunity bringing together staff from multiple agencies to plan for our streets and public realm looking to balance the needs of all users with a particular focus on the pedestrian environment. The Plan will reflect the understanding that the pedestrian environment is more than just transportation--streets serve as social spaces, recreational spaces, and serve ecological and environmental purposes as well.

Urban Forest mapping of projects--Through a partnership initiated by Friends of the Urban Forest, Department of Public Works and Autodesk, online mapping tools have been developed to map our urban forest and includes a user friendly map of every street tree in San Francisco, link www.sftreemap.org. This project creates and maintains a consistent tree database and manages the urban forest assets. It also provides a tool for the community to be able to map their own trees or to add photos and stories about trees that are on the map. At this time, you can click on a tree and be able to access information

about diameter at breast height, species, health, and size of basin. As the project evolves, more information will be included.

Chair Milne recommended adding a gold star for landmark tree designations. It was asked how the Council can interact with Mr. Sider's program to promote the landmark tree program. Mr. Sider stated that the profile of the landmark tree process and benefits needs to be raised substantially and suggested setting up a meeting to discuss this issue further.

Member Marks stated his support for the mapping project, but asked how it was possible to do this project without there being an inventory of street trees. Mr. Sider stated that information to date has been assembled from the Bureau of Urban Forestry and from Friends of the Urban Forest. It was indicated that the framework for the project has been set, is in its beginning stages, and will be verified and added to from here. Member Marks urged the City to consider an inventory so there could be a baseline to move forward from and an accurate picture. It was also recommended that the City's goal of planting 5000 trees a year be not just the number of trees planted, but a net increase of 5000 trees a year.

Member Sherk spoke in support of the mapping project as it relates to the idea of a systemic design and the interrelationship of the different departments. It was stated that it is important to underscore the choice of tree plantings for each place and to use native plantings because they are easier to maintain, are more acclimated to the environment, and creates an opportunity for education. Member Sherk stated that she would like to see the City develop an educational program for children and adults to really understand their local place. It was also recommended that a bigger palate of street trees be considered.

Member Blair recommended that a reference be made to the City wanting to preserve existing trees and that sftreemap shows the location of available empty basins. Member Blair also discussed merchants' interest in increasing their business by increasing the amenities of the shopping experience as well as the quality of their product by removing parking spaces in order to expand the sidewalks as discussed in the previous presentation. Member Blair discussed the Department of the Environment's upcoming landmark tree website and requested Mr. Sider's support in implementing the website as it is a tracking device for landmark tree nominations.

Member Cohen discussed PG&E's upgrades in her neighborhood and how everything is being torn down, but not replaced, and requested that the Greening Office get the development to stop until consideration can be given to doing it right. Mr. Sider discussed the necessity for upgrades and the effort of the Director's Working Group to coordinate other improvements into street projects so there are new trees, retained trees that are monitored through the construction project, and streets are repaved.

Member Cohen asked whether the community can log into the new mapping website and add information. Mr. Sider confirmed that the tool is a community mechanism where people can add information about trees. The information is then checked by the City and Friends of the Urban Forest staff. Member Cohen suggested issuing certificates or another type of star for trees that are not of landmark quality but are "great" trees. It was asked if City aerial maps are an aspect of sftreemap. Mr. Sider explained that the tree map pulls different sources of information from the Bureau of Urban Forestry, Friends of the Urban Forest, and

that Autodesk contracts out with Google, Yahoo, and Microsoft to provide satellite imagery. Mr. Sider indicated that he would look into the frequency of how often the information is updated.

Vice-Chair Quirke stated that the Friends of the Urban Forest's (FUF) idea which they have some funding for is to employ youth crews to go on the street to do an inventory of FUF trees and to assess their health.

Member Rodgers thanked Mr. Sider and the Mayor for their efforts in helping to encourage the City agencies to work together to combine the planning with the implementation agencies to get the most work done. It was suggested that because of limited resources and in order to place more data on the website, that an interactive model that verifies information, e.g. Wikipedia, be added to allow anyone to add a tree. Vice-Chair Quirke stated that the Autodesk software has the capability to do this function.

6. **DISCUSSION and ACTION:** San Francisco General Plan. Council Members discussed and voted on a Resolution in support of the Planning Department's efforts to incorporate the Urban Forest Plan into the San Francisco General Plan. (Explanatory document: Approved Resolution (PDF) <http://web1.sfgov.org/site/uploadedfiles/Res006-07-UFCGeneralPlan.pdf>)

SPONSOR: Chair Terry Milne and Grace Ma, Urban Forestry Specialist

SPEAKER: Grace Ma

Member Rodgers explained that many Council Members had expressed that the Urban Forest Plan required more refinement, information, and work to be brought up to City standards before it could be incorporated into the General Plan. As a result and with encouragement from the Council, the Planning Department requested \$200,000 from their budget to develop the Urban Forest Plan. The Board of Supervisors approved the budget request, and the Planning Department is moving forward on the effort.

Member Rodgers advised that the Planning Department staff member assigned to this effort is a member of the Better Streets team and has substantial experience in landscape design and planning. It was stated that the Planning Department feels that the Plan could best be developed with a team of outside consultants. It was explained that the Civil Service Commission is interested in preserving Civil Service positions in City employment and prefers for City agencies to do work in-house when possible. In this case, the Planning Department is arguing that they do not have the required expertise, e.g. arborists, urban ecologists, in-house. Member Rodgers asked the Council to pass the Resolution in support of the Planning Department's efforts to hire a team of outside consultants.

Member Rodgers explained that after the Civil Service Commission issues an approval, the project would be defined and an RFP issued. The Council would be consulted on defining the type of consultants, what the project would consist of, and timeframe. The project would take approximately one year, and efforts would be made to engage the community through forums such as the Urban Forestry Council, other existing City forums, public outreach and communication, and workshops. The Plan would then be approved by the Council and the Planning Commission before being incorporated into the General Plan and forwarded to the Board of Supervisors for their approval.

Member Sherk referred to the Sierra Club letter (Explanatory Document: Sierra Club Letter (PDF) <http://web1.sfgov.org/site/uploadedfiles/sierraclub.pdf>) and asked if there was a way to incorporate any of their ecological suggestions into this effort. Member Rodgers stated that she spoke to a member of the Sierra Club, Ms. Ruth Gravanis, who stated that the Sierra Club was concerned with the professionalism of the Urban Forest Plan and had requested that the Resolution language be amended to ensure that the original Plan not be the one referred to for adoption by the City. Member Rodgers stated that the Planning Department's objective is to develop a new process that would develop a new plan from further work and advised that the Resolution could be amended in the first Resolved clause to refer to the yet to be developed Urban Forest Plan.

Member Sacamano stated that he agrees with the need to hire outside consultants to ensure that the required expertise is available and asked when this issue would be calendared before the Civil Service Commission. Member Rodgers stated that Mr. Andres Power, the Planning Department member assigned to this effort is securing a date with the Civil Service Commission. Member Sacamano asked if the Resolution was aimed towards the Civil Service Commission and whether the Council could advise the Civil Service Commission. Member Rodgers confirmed that the Urban Forestry Council is vested in developing an Urban Forest Plan and is the body who can advise on how it should be done. It was advised that the City Attorney's Office had also reviewed the Resolution.

Member Marks asked if the Urban Forest Plan would be a stand alone element or incorporated in various elements of the Plan. Member Rodgers stated that there are a number of ways to get policy language to be official City policy. One is that it could be a stand alone element, such as the Transportation Element, Housing Element, etc. It was advised that there are ancillary policy documents that are incorporated by reference into the General Plan but are not a physical component of the General Plan, such as the Bicycle Plan which is incorporated by reference.

Member Marks indicated that the Ordinance establishing the Council sets forth reporting responsibilities that every year the Council has to report to the Board of Supervisors and the Mayor on how well public agencies and other urban forest managers are implementing the Urban Forest Plan. It was stated that if the Plan were to not be a separate stand alone element within the General Plan, it would be difficult for the Council to meet its reporting responsibilities. Member Marks asked how the Urban Forestry Council could meet its reporting responsibilities if the Urban Forest Plan were to become the Planning Department's Plan. Member Rodgers stated that she does not believe that it would encumber the Council's ability to do reporting and monitoring. It was stated that putting the Urban Forest Plan into the General Plan would give our policies more authority as the General Plan is the City's official policy document.

Member Sustarich referred to the Sierra Club letter section where they suggest that the existing native ecosystems be managed consistent with the Natural Areas Management Plan and the Open Space Element of the General Plan and asked to add that management be consistent with the SFPUC Environmental Stewardship Policy and the Vegetation Management Plan.

Member Cohen stated that the Resolution language does not have to be amended as line 24 states that the Urban Forestry Council's intention is to expand the scope and utility of this Plan so therefore incorporates what the Sierra Club has requested. Member Rodgers advised that the intent is to not duplicate other agencies existing work, but to create an umbrella document that unites the work and looks at the function of trees throughout the City.

Member Blair stated that the Urban Forestry Council should focus on trees as required by the Ordinance and not have its efforts diluted by other special interest groups.

Urban Forestry Specialist Ma stated that the Annual Report is an update on what the City agencies and the Council has done in relation to urban forestry and how those activities support the Urban Forest Plan. Ms. Ma felt that reporting requirements could still be met regardless of where the Plan was housed.

Upon Motion by Member Cohen and second by Member Sacamano, the Resolution in support of the Planning Department's efforts to incorporate the Urban Forest Plan into the San Francisco General Plan was unanimously adopted without objection. (Absent: Members, Boss, Costello and Griswold).

7. **DISCUSSION:** Landmark Tree Incentives Report. Council members discussed a report from the Office of the Legislative Analyst on incentives to encourage nomination and designation of landmark trees. (Explanatory Document: Legislative Analyst Report (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2006/item9OLAincentivesforlandmarktrees.pdf>)
SPONSOR/SPEAKER: Member Bonnie Ora Sherk

Member Sherk stated that it is important for the Council to consider landmark tree incentives as a result of information presented at Council landmark tree hearings and the situation where a potential landmark tree was torn down by the property owner. It was stated that the Legislative Analyst's Report contains very good ideas such as help with maintenance and offering tax incentives. It was advised that the report indicates that two cities, Visalia and Santa Cruz, support the cost of maintenance of landmark trees. Member Sherk recommended that the Council suggest that the Board of Supervisors reconsider the idea of incentives.

Member Rodgers indicated that she had provided explanatory documents on three different types of financial incentives for landmark buildings on a previously scheduled agenda item on incentives for landmark buildings. It was stated that the procedures for landmarking buildings and issuing incentives is under and rarely used, but there is a powerful opportunity called the Mills Act which allows for a reduction in local taxes if you choose to landmark a building. The amount of taxes that are reduced are then supposed to go back into the building for maintenance upgrades and rehabilitation.

Member Rodgers reported that there is a project located on Haight Street that is about to go through the Board of Supervisors Office and will be only the second time that the City will be using the Mills Act to reduce taxes. The project is sponsored by Supervisor Peskin and amounts to a \$20,000 reduction in property taxes. It was indicated that the Historic Preservation staff is looking at using the Mills Act more for encouraging landmarking of

buildings. Member Rodgers recommended that the Council explore using the same type of incentives for landmark trees.

Member Cohen questioned the wording in the Legislative Analyst Report as it indicates that a landmark tree creates a financial or other type of burden and restricts the freedom of a property owner. It was recommended that property owners be given other than financial incentives to landmark trees.

Member Habert recommended working toward incorporating incentives into outreach in order to neutralize potential opposition of property owners or other people to landmarking trees.

Vice-Chair Quirke proposed that this issue be brought back to the Planning Committee for further consideration.

Member Miller stated that it is important that there be incentives, but that they should not always be financial. It was stated that maintaining the quality of life in San Francisco is a part of owning property in San Francisco.

Chair Milne stated that he was intending to talk to Supervisor Peskin's Office to suggest issuing certificates for landmark trees.

8. **DISCUSSION and ACTION:** Nominations for Chair and Vice Chair of the Urban Forestry Council. Council members will nominate candidates for the Chair and Vice Chair positions in preparation for an election to be held at the April 24, 2007 regular meeting.

Upon Motion by Member Habert and second by Member Blair, Chair Milne and Vice-Chair Quirke were nominated for another term in their positions as Chair and Vice-Chair without objection.

9. **INFORMATION and DISCUSSION:** Staff Report, Grace Ma. Urban Forestry Specialist Ma indicated that there was nothing further to report since the March meeting.

10. COMMITTEE REPORTS:

- Funding Committee

Chair Milne reported that the March 6 Funding Committee meeting was cancelled. The next meeting will be on May 1, 2007 at 12:00 PM at 11 Grove Street.

Member Sacamano left the meeting at this time.

- Planning & Policy Committee
Chair, Paul Sacamano

Urban Forestry Specialist Ma reported that at the March 15 meeting, a discussion was held on prioritizing Urban Forest Plan action steps and implementation steps were determined.

The next meeting will be on April 19, 2007 at 4:00 PM at 11 Grove Street.

- Landmark Tree Committee
Chair, Mike Boss

Chair Milne reported that the Committee discussed and deferred action on the nomination and evaluation forms to their next meeting. Chair Milne inquired about upcoming Board of Supervisors Committee meetings on landmark tree designations. Urban Forestry Specialist Ma stated that she is not aware of any scheduled Committee meetings for landmark tree designations. Trees that are scheduled to be heard possibly in April include the holly, the California buckeye, and the tree on Rosemont Place.

The next Planning Committee meeting will be on April 10, 2007 at 4:00 PM at City Hall, Room 421.

11. **CHAIR'S ANNOUNCEMENTS:** Terry Milne, Chair, Urban Forestry Council. Chair Milne stated that the Arbor Day kickoff on Army Street on Wednesday morning was well attended by six members of the Urban Forestry Council.
12. **INFORMATION and DISCUSSION:** New Business. Member Blair asked Ms. Ma when Urban Forestry Council members are supposed to send in their applications for reappointment to the Urban Forestry Council. Ms. Ma advised that all eight of the Board appointee's terms expire on April 5, 2007, and a Board of Supervisors Rules Committee meeting will be scheduled sometime in April. It was stated that Council members can continue to serve until they are reappointed or succeeded by a new member.
13. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.
14. **ADJOURNMENT.** The Urban Forestry Council meeting adjourned at 12:12 p.m.

The next Urban Forestry Council meeting is scheduled for Tuesday, April 24, 2007 at 5:30 p.m. in Room 416, City Hall.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Adopted: April 24, 2007

[Incorporation of Urban Forest Plan into the City of San Francisco General Plan]

Resolution supporting the efforts of the Planning Department to incorporate the San Francisco Urban Forest Plan into the General Plan.

WHEREAS, Environment Code, Chapter 12, Section 1200(a) establishes the Urban Forestry Council; and,

WHEREAS, Environment Code, Chapter 12, Section 1202(a) establishes the composition of the Urban Forestry Council to include one representative each for the Director of Public Works, the General Manager of the Recreation and Park Department, the Director of the Planning Department, the Director of the San Francisco Redevelopment Agency, and the General Manager of the Public Utilities Commission; and,

WHEREAS, Environment Code, Chapter 12, Sections 1200(c)(1) and 1204 direct the Urban Forestry Council to develop a comprehensive Urban Forest Plan; and,

WHEREAS, The General Plan is a long-term, comprehensive document to guide improvement and future development within the City and County of San Francisco; and

WHEREAS, Environment Code, Chapter 12, Section 1204(d) directs the Urban Forestry Council to work with the Planning Department to incorporate the Urban Forest Plan into the City and County of San Francisco's General Plan; and,

WHEREAS, The Urban Forestry Council developed and approved an Urban Forest Plan for San Francisco on February 28, 2006, in collaboration with consultant Dr. Jim Clark and city staff; and,

WHEREAS, The Urban Forestry Council has stated its intention to expand the scope and utility of this plan; and,

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March 23, 2007

WHEREAS, The Urban Forestry Council has stated its intention to work with the Planning Department on incorporating the Urban Forest Plan into the City's General Plan; now, therefore, be it

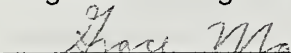
RESOLVED, That the Urban Forestry Council supports the efforts of the Planning Department to incorporate the Urban Forest Plan into the General Plan; and be it

FURTHER RESOLVED, That the Urban Forestry Council recognizes the general need for environmental design and urban ecology on city streets; and be it

FURTHER RESOLVED, That the Urban Forestry Council urges the Civil Service Commission to support the Planning Department's request for proposals to form an interdisciplinary team of consultants to incorporate the Urban Forest Plan into the General Plan; and be it

FURTHER RESOLVED, That the Urban Forestry Council will contribute to the public consultation process for incorporating the Urban Forest Plan into the General Plan.

I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on March 23, 2007.



Monica Fish, Council Secretary

VOTE: Approved (12-0) (3 Absent)

Ayes: Council Members Milne, Blair, Cohen, Habert, Nervo, Marks, Miller, Quirke, Sacamano, Sherk, Rodgers, and Sustarich.

Noes: None

Absent: Council Members Boss, Costello and Griswold



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda

Tuesday, April 24, 2007 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

1:50 p.m. mst
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Terry Milne
Chair

Carolyn Blair
Mike Boss
Jocelyn Cohen
Dr. Larry Costello
Steve Griswold

Milton Marks
Lena Miller
Kelly Quirke, Vice-Chair
Bonnie Ora Sherk

David Habert
SF Redevelopment Agency

AnMarie Rodgers
SF Planning Department

Susan Nervo
SF Recreation & Park Department

Paul Sacamano
SF Department of Public Works

Mark Sustarich
SF Public Utilities Commission

Grace Ma
Urban Forestry Specialist

Monica Fish
Urban Forestry Council Secretary

Public comment will be taken before the Council takes action on any item.

Order of Business

AGENDA

1. CALL TO ORDER

2. ROLL CALL

- 3. ACTION:** Adoption of minutes of the March 23, 2007 Urban Forestry Council Regular Meeting. (Explanatory Document: Draft Minutes of the March 23, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=58459.)

- 4. INFORMATIONAL PRESENTATION:** Natural Areas Management Plan. The Significant Natural Resource Area Management Plan will guide activities and site improvements for native ecosystems in designated Significant Natural Resource Areas in San Francisco for the next twenty years. (Explanatory Document: Natural Areas Management Plan http://www.parks.sfgov.org/site/recpark_index.asp?id=1896.)

SPONSOR: Grace Ma, Urban Forestry Specialist

SPEAKER: Ms. Lisa Wayne, Recreation and Park Department

- 5. DISCUSSION and POSSIBLE ACTION:** Landmark Tree Nomination Form. The Council will consider and vote on revisions to the Landmark Tree Nomination Form as recommended by the Landmark Tree Committee (Explanatory Document: Revised Nomination Form (Word) <http://web1.sfgov.org/site/uploadedfiles/LandNomApril1107.doc>).

SPONSOR: Mike Boss, Chair, Landmark Tree Committee

SPEAKER: Mike Boss

- 6. DISCUSSION and ACTION:** Election of Chair and Vice Chair of the Urban Forestry Council. Council members will elect Chair and Vice Chair positions.

- 7. INFORMATION and DISCUSSION:** Staff Report, Grace Ma. Ms. Ma will provide updates on UFC administrative and programmatic operations relating to funding, planning, research, outreach, and related activities.

- 8. INFORMATION and DISCUSSION.** Council Secretary Report. The Council Secretary will provide updates on correspondence received. (Explanatory Documents: Council Secretary Report to the Urban Forestry Council Members: (Word), <http://web1.sfgov.org/site/uploadedfiles/CouncilSecReport.doc>, Free Parking Policy Recommendations (Word) <http://web1.sfgov.org/site/uploadedfiles/FreeParkingPolicyRecommendations031607.doc>; Mayor's Office Letter to the Municipal Transportation Agency on Parking Reforms (PDF) <http://web1.sfgov.org/site/uploadedfiles/MTA%20Letter.pdf>)

9. COMMITTEE REPORTS:

- Funding Committee
Chair

The next meeting will be on May 1, 2007 at 12:00 PM at 11 Grove Street.

- Planning & Policy Committee
Chair, Paul Sacamano

The next meeting will be on May 17, 2007 at 4:00 PM at 11 Grove Street.

- Landmark Tree Committee
Chair, Mike Boss

The next meeting will be on May 8, 2007 at 4:00 PM at City Hall, Room 421.

10. CHAIR'S ANNOUNCEMENTS: Terry Milne, Chair, Urban Forestry Council.

11. INFORMATION and DISCUSSION: New Business

12. PUBLIC COMMENT: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

13. ADJOURNMENT

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, 2nd Floor, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage: www.sfenvironment.com/; or, upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. Explanatory documents that are received after posting of this agenda are available on the website or upon request to the Council Secretary at the contact information listed above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Posted: April 20, 2007

SAN FRANCISCO URBAN FORESTRY COUNCIL

Landmark Tree Nomination Form

Disclaimer: Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?

- An authorized nominator is a Supervisor, head of a City department or agency, Planning Commissioner, Landmarks Preservation Advisory Board member, or property owner.
- The Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board and the head of a City department or agency may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

I am one of the following authorized nominators

- ☐ Property owner
- ☐ Board of Supervisor member
- ☐ Head of a city department or agency
- ☐ Planning Commission member
- ☐ Landmarks Preservation Advisory Board member

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department, Property Owner):

Property owner:

Name

Name

Address

Address

Address

Address

Phone (day)

Phone (day)

Fax #

Fax #

Email

Email

Member of the public who initiated nomination
(if applicable):

Name

Address

Address

Phone (day)

Fax #

Email

I am an authorized nominator and I support this nomination.

Signature

Date

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Signature

Date

TREE DESCRIPTION

Tree name (species and common name): _____

Number of trees: _____

Street address: _____

Location of Tree: ☐ Front yard ☐ Rear yard ☐ Side yard ☐ Corner-side yard
☐ Public right-of-way ☐ Public lands ☐ Not sure
☐ Other: _____

GPS units (OPTIONAL): _____

Height _____ feet

Average canopy width¹ _____ feet

Circumference at chest level² _____ inches

Circumference at ground level³ _____ inches

1 Distance from one edge to opposite edge of tree canopy

2 Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

3 Distance around trunk on the ground where the trunk meets the soil.

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. If you need more space to describe the tree, please attach additional sheets.

Rarity: ☐ Rare ☐ Uncommon ☐ Common ☐ Other

Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: _____

Size: ☐ Large ☐ Medium ☐ Small

Notable size (height, diameter, canopy width) compared to other trees of the same species.

Comment: _____

Age: Significantly advanced age for this species (known or estimated).

Comment: _____

Historical Association: ☐ Yes ☐ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Ethnic appreciation: ☐ Yes ☐ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: _____

Neighborhood appreciation: ☐ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: _____

Planting defines neighborhood character: ☐ Yes ☐ No

Contributes to neighborhood aesthetic.

Describe contribution: _____

Profiled in a publication or other media: ☐ Yes ☐ Unknown

Tree has received print, internet, and/or video media coverage. **Attach documentation** if appropriate.

Describe coverage: _____

High traffic area: ☐ Yes ☐ No

High visibility, possible traffic calming effect.

Describe: _____

Low tree density: ☐ Low ☐ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Extends between multiple properties: ☐ Yes ☐ No

High visibility, multiple neighbors share tree.

Describe: _____

Accessible from public right-of-way: ☐ Yes ☐ No

High visibility.

Describe: _____

Important wildlife habitat: ☐ Yes ☐ No

Wildlife shelter and/or food (observed or potential). Describe and be as specific as possible.

Interdependent group of trees: ☐ Yes ☐ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: _____

Erosion control: ☐ Yes ☐ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☐ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Prominent landscape feature: _____ Yes _____ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Character-defining form: _____ Yes _____ No

Tree is an example of good form for its particular species.

Describe: _____

Tree condition: _____ Good _____ Poor _____ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____

Additional comments

If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (below). It is acceptable if you cannot provide some of the information requested on this form.

A photograph of the tree must be submitted with this form.

Please attach **optional** supporting documents such as letters, arborist report, etc.

Send to: Urban Forestry Council, c/o Grace Ma, 11 Grove Street, San Francisco, CA 94102
OR grace.ma@sfgov.org

Any information you submit will be part of the public record.

The Public Records Act defines a "public record" broadly to include "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics." Govt. Code § 6252(e). The Sunshine Ordinance defines "public information" as the content of "public records" as defined in the Public Records Act. Admin Code § 67.20(b). Pursuant to the Public Records Act and Sunshine Ordinance, this document is a public record and will be available to the public upon request, at the hearing site, at the San Francisco Main Library, and on the Urban Forestry Council's website. Admin Code §§ 8.16, 67.7 (b), and 67.21(a).

Application received date _____	Received by _____
Tree evaluation form _____	UFC recommendation date _____
Board of Supervisors Decision _____	
Landmark Tree # _____	Title recorded date _____



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

URBAN FORESTRY COUNCIL

DATE: April 24, 2007

TO: Urban Forestry Council Members

FROM: Monica Fish, Council Secretary

RE: Correspondence regarding City Parking Policies for Attendance at Task Force Meetings

Mr. Miguel Bustos, Mayor's Liaison to Boards and Commissions has sent correspondence to all Commission Secretaries that applies to all Commissions, Councils, and Task Forces on a proposed new parking policy. Please review the email and attached correspondence and email me Monica.Fish@sfgov.org if you have any questions. Links to correspondence are Free Parking Policy Recommendations (Word)

<http://web1.sfgov.org/site/uploadedfiles/FreeParkingPolicyRecommendations031607.doc>; Mayor's Office Letter to the Municipal Transportation Agency on Parking Reforms (PDF)
<http://web1.sfgov.org/site/uploadedfiles/MTA%20Letter.pdf>.

Email from Mr. Miguel Bustos on Proposed New Council Member Parking Policy: Commissioners,

I wanted to be in touch with you about a letter that Mayor Newsom sent to the Municipal Transportation Authority (MTA) yesterday regarding recommended changes to its free parking policies for city representatives.

Before the MTA Commission yesterday was a series of recommendations that would change several of the City's free parking policies for city representatives. (These staff recommendations are attached). The Mayor wrote a letter in support of these recommendations, which he believes are helpful toward ensuring that city policy is fair for both its representatives and the public. Additionally, the Mayor asked the MTA to evaluate the costs and benefits of replacing free parking benefit for those who receive it when they attend City Hall meetings with Muni fastpasses. The Mayor understands that such a change may or may not be a workable idea (for example, we recognize that some Commissioners must stay at City Hall until late at night for public meetings and thus riding Muni is difficult). Nevertheless, the Mayor suggested that MTA evaluate this idea in the coming weeks and months as it would promote the city's Transit First idea, encourage transit ridership by city leaders, and may demonstrate budgetary savings.

Please call me if you have any questions (554-6604). Miguel

Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Office of the Mayor
City & County of San Francisco



Gavin Newsom

March 20, 2007

Chair James McCray Jr. and Directors,
San Francisco Municipal Transportation Authority
1 South Van Ness Avenue, Floor 7
San Francisco, California 94103

Chair McCray and Directors:

I write this letter to request your support for comprehensive parking reforms that will be discussed at today's MTA meeting (agenda item 15). These reforms, which change our city's historic policy of providing free parking to city representatives, advance good-government principles that will improve the way our local government operates.

When I took office in 2004, I reversed a long-standing policy of providing free parking at City Hall for Mayor's Office employees. Our office instead established a monthly parking fee for employees. I instituted this new policy out of a strong belief that my employees should not receive preferential treatment from fees that all other San Franciscans have to pay. Such free parking policies represent a perk that provides privileges for some at the expense of local taxpayers.

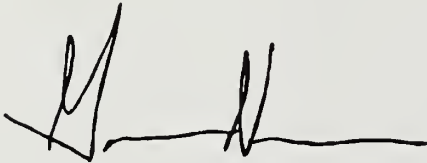
The recommended changes to historic parking fee practices that are before you today advance important reform. I believe these practices—however well-intentioned—have lacked fairness and limited adequate oversight of parking fees. I therefore agree with the staff's recommendations to modify these policies. Limiting free parking for city representatives and contractors to those circumstances where absolutely necessary and appropriate, as well as abolishing the practice of Parking Authority employees signing off on their own tickets, is long overdue.

I would however ask that the MTA exceed the staff recommendations in one area. Currently, Commissioners do not have to pay for parking in the Civic Center Garage while attending their public Commission meetings in City Hall. In many respects this makes sense since Commissioners spend hours per week serving the public with no salary. However, I would ask the MTA to evaluate the costs and benefits of replacing this parking policy with the provision of a Muni fast pass to Commissioners. Such a change would serve to promote our city's Transit First policy and may demonstrate budget savings.

I am hopeful that the MTA will approve these policy changes and oversee their speedy implementation. Should you have any questions regarding this letter, please contact Miguel Bustos in my office (554-6604 or Miguel.Bustos@sfgov.org).

Thank you for your consideration.

Sincerely,



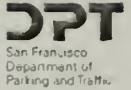
Gavin Newsom

cc: SFMTA Executive Director/CEO Nathaniel P. Ford, Sr.



Municipal Transportation Agency

Board of Directors & Parking Authority



MEMORANDUM

DATE: March 16, 2007

TO: Parking Authority Commission
Rev. Dr. James McCray, Jr., President
Cameron Beach, Commissioner
Shirley Breyer Black, Commissioner
Wil Din, Commissioner
Peter Mezey, Commissioner
Tom Nolan, Commissioner
Leah Shahum, Commissioner

FROM: Ronald Szeto, Acting Director

SUBJECT: Free Parking Policy Recommendations

The purpose of this memorandum is to provide the Parking Authority Commission with my recommendations for policies that will address free parking at Parking Authority administered facilities. There are nine categories for your consideration.

1. Parking Authority Commission

Current Practice

The Parking Authority Commissioners were given free monthly access cards for Parking Authority administered garages. The intent of distributing these monthly cards was to encourage visits to the parking facilities, in order to see first hand how the program is managed and operated.

Recommendation

I recommend that the Parking Authority Commission adopt a policy to discontinue the use of free monthly access cards for all Parking Authority Commissioners.

2. Citywide Commission Parking at the Civic Center Garage

Current Practice

Free parking at the Civic Center Garage for all City Commissioners on the days they meet for commission meetings is a practice that was implemented at the direction of the previous executive director of the Department of Parking and Traffic.

Recommendation

I recommend that the Parking Authority Commission extend, by policy, the privilege of free parking at the Civic Center Garage for all City Commissioners while attending regularly scheduled or special commission meetings (not committee meetings) at City Hall. Furthermore, the Parking Authority has benefited from this policy when commissioners report problems that need corrective action.

3. Not-For-Profit Parking Corporation Board of Directors

Current Practice

The practice of providing free, non-restricted, parking to non-profit garage board members at the parking garage where they serve is a practice that dates back to the early 1960s.

Recommendation

I recommend, as with the City's commissioners, that the Parking Authority Commission extend, by policy, the privilege of free parking for non-profit board members only during regularly scheduled or special board meetings at the garage they serve. Furthermore, the Parking Authority has benefited from this policy when board members report problems that need corrective action.

4. Parking Authority Staff

Current Practice

The Parking Authority staff currently signs-off all of their tickets during official business.

Recommendation

In an effort to control sign-off tickets, I recommend that the Parking Authority Commission adopt a policy that will discontinue Parking Authority staff from signing-off parking tickets. This practice shall be replaced with a reimbursement policy.

5. City Hall and Other City Departments or Agencies

Current Practice

From time to time, the Mayor's Office, the Board of Supervisors, and other City departments or agencies request free or reduced parking for some special events. Parking Authority staff has accommodated requests in the past, mostly on a verbal basis, if such requests did not severely impact revenues or operations.

Recommendation

I recommend that the Parking Authority Commission adopt a policy that requires any and all parking requests from the Mayor's Office, the Board of Supervisors, and/or other City departments or agencies be submitted in writing to the director of the Parking Authority for his or her review. The director of the Parking Authority will then forward the request, with a recommendation either to the Commission at the regular meeting if time permits or to the president or his/her designee for final authorization.

6. City Employee Parking

Past and Current Practices

In the past, City departments or agencies were allowed free parking for various garages. Since December 2006, all departments or agencies that were not legally authorized free parking are now invoiced for their parking.

Recommendation

I recommend that the Parking Authority Commission adopt a policy that requires all City employees and/or departments to pay for parking, except for City employees or departments that are legally authorized to park for free. In return for this parking privilege, each authorized City employee will be asked to complete a survey on a semi-annual basis to help improve the management and operation of the parking facilities. On an annual basis, the director of the Parking Authority will issue a report identifying the utilization of the monthly access cards.

7. Parking Management Firms, Managers, and Attendants

This practice also dates back many decades and must be approached with a layered type of policy, because many individuals will be affected by any policy restricting free parking. Initially, President McCray instructed me to eliminate all free parking for garage personnel, however while reviewing this matter; significant concerns arose indicating the policy may have a high negative effect on the management and operations of the parking facilities.

Therefore, I divided this category into four distinct sub-categories: (a) Corporate managers/garage managers/office personnel, (b) Parking management firms, (c) Substitute or part-time parking attendants and, (d) Full-time parking attendants:

(a) Corporate Managers, Garage Managers, and Office Personnel

Current Practice

The current practice allows corporate managers, garage managers, and office personnel free parking. These workers are scheduled during normal business hours, and they also have access to public transit as an option for their commute to and from work. This sub-category is encouraged to use public transit or alternative modes of transportation.

Recommendation

I recommend that the Parking Authority Commission adopt a policy requiring all corporate managers, garage managers and office personnel to pay for parking.

(b) Parking Management Firms

Current Practice

The current practice allows free parking for garage management firms. The management firms routinely send office supervisors to their garages to inspect and review the management and operation of the garages under their jurisdiction. Supervisors then sign-off on tickets instead of paying the parking charges.

Recommendation

I recommend that the Parking Authority Commission adopt a policy that would discontinue signing-off tickets, but would allow management firms to seek reimbursement for parking charges incurred as a result of official business.

(c) Substitute and Part-Time Parking Attendants

Current Practice

The current practice allows free parking for substitute and part-time parking attendants. Parking management firms routinely fill sick calls or vacant shifts with the use of substitute or part-time parking attendants. These positions sometimes are used as fill-in shifts on short notice or fill-in schedules. These positions are vital for maintaining adequate staffing levels at anytime of the day or week.

Recommendation

I recommend that the Parking Authority Commission adopt a policy that requires the parking management firm to pay for its substitute or part-time parking attendants' parking charges, and then seek reimbursement if the parking charges are a result of official business.

(d) Full-Time Parking Attendants

Current Practices

The current practice allows free parking for full-time parking attendants. This sub-category may have the biggest negative impact on the management and operations of the parking facilities if the privilege of free parking is removed. In order to fully analyze the potential impact, I sent surveys to the parking management firms seeking more detailed information regarding the parking attendants' primary mode of transportation and their reason for driving.

Recommendation

I recommend that the Parking Authority Commission adopt a policy that would allow free parking to full-time parking attendants until a comprehensive study is completed along with updated recommendations.

8. Service Vendors

Current Practices

This is another practice that dates back many decades and presents a potential revenue loss to the City. The current practice allows contractors to park for free while servicing the garage.

Recommendation

I recommend that the Parking Authority Commission adopt a policy that would discontinue free parking for service vendors. This policy will not have a negative impact on the management and operations of the parking facilities, and will be in line with eliminating sign-off parking.

9. Customer Service

Current Practice

The current practice allows complimentary free parking to customers in certain circumstances. At the discretion of the garage management, customers can, if management believes it is necessary, have a cash transaction waived. This practice has been permitted in order to improve customer service or remedy an unforeseen problem.

Recommendation

I recommend that the Parking Authority Commission adopt a policy that requires parking management firms to pay for exceptional transactions rather than canceling them, but they will be allowed to seek reimbursement. This policy will not have a negative impact on the management and operations of the parking facilities and will be in line with eliminating sign-off parking.

Summary:

I believe that the makeover of current practices that I am proposing regarding free parking privileges, reimbursement, and fees charged for Commissioners, city workers, garage staff, vendors, and exceptional transactions are fair and equitable. If these policies are implemented, it will be the first comprehensive policy document that addresses all nine categories. These policies would define a prudent framework for the Parking Authority.

Moreover, your executive action will replace practices that I can only assume were implemented for various reasons of political expedience, miscalculation or lack of long-term planning. The recommendations are a result of an extensive study and critical analysis of the situation. Upon adoption of the recommendations, they will serve as a guideline for future actions. These policies will determine the present and future uses of parking space to be administered with integrity, fiscal responsibility, and in the best interest of the public and Parking Authority as an end result.

The new policies will also encourage the use of public transit and other alternate modes of transportation. Moreover, we will also gain an excellent opportunity to improve our garages and services with the feedback and comments we receive from the noted categories listed in this report. In short, the proposed changes remove outdated practices, and implements new policies that will allow the Parking Authority to standardize its rules and regulations that reflect sound judgment and “best practices” that are needed and required for this department to continue as a vital public entity and asset to the City for decades to come.

RS





SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT

URBAN FORESTRY COUNCIL

DRAFT MINUTES

Tuesday, April 24, 2007 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

MAY 10 2007

SAN FRANCISCO
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1. **CALL TO ORDER.** The Urban Forestry Council meeting was called to order at 5:45 p.m.
2. **ROLL CALL.** Present: Chair Milne, Vice-Chair Quirke, Members Blair, Cohen, Griswold, Nervo, Rodgers, and Sherk. Excused: Members Costello, Habert, Marks, Miller, Sacamano and Sustarich. Absent: Member Boss.
3. **ACTION:** Adoption of Minutes of the March 23, 2007 Urban Forestry Council Regular Meeting. Upon Motion by Vice-Chair Quirke and second by Member Nervo, the March 23, 2007 Meeting Minutes were approved without objection (Absent: Members Boss, Costello, Habert, Marks, Miller, Sacamano and Sustarich). (Explanatory Document: Approved Minutes of the March 23, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=58459.)
4. **INFORMATIONAL PRESENTATION:** Natural Areas Management Plan. The Significant Natural Resource Area Management Plan will guide activities and site improvements for native ecosystems in designated Significant Natural Resource Areas in San Francisco for the next twenty years. (Explanatory Document: Natural Areas Management Plan http://www.parks.sfgov.org/site/recpark_index.asp?id=1896.)

SPONSOR: Grace Ma, Urban Forestry Specialist

SPEAKER: Ms. Lisa Wayne, Recreation and Park Department

Ms. Wayne presented background on San Francisco's natural areas, the program, and planning efforts. Topics discussed included:

- Significant Natural Resource Areas in San Francisco: 31 in San Francisco, represents 4% of overall acreage of San Francisco. Total acreage of the Plan that is under the management of the Natural Areas Program is 1102 acres.
- Natural Resource Areas are remnants of San Francisco's natural heritage and include the Oak Woodlands in Golden Gate Park, Lacustrine (lakes), emerging

11 Grove Street, San Francisco, California 94102
www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

wetlands around the lakes, salt marshes, fresh water wetlands, Riparian (creeks), sand dunes that contain locally significant plant species, grasslands, rare plants, wildlife, and rare animals.

- **Natural Areas Values:** Natural resource values include plants, wildlife, soil and water and human values include recreational, respite from city, stewardship and environmental education.
- **Natural Area Program Functions:** The program is a division of the Recreation and Park Department, staffed by gardeners, volunteer coordinators, and Ms. Wayne. Work includes habitat restoration (invasive plant removal, re-vegetation), erosion control, trail maintenance, environmental education, and health and safety concerns.
- **Community Based Stewardship:** Since its inception, the program is envisioned as a community based restoration program with volunteers doing most of the work. Gardening staff is leveraging their time one to one with volunteer resources.
- **Planning Background:** 1991 General Plan Open Space Element identified the need to protect, preserve and manage native plant communities and wildlife habitat. In 1995, the Recreation and Park Commission adopted a Significant Natural Resources Management Plan which further outlined the objectives on how to protect these areas and action steps. In 1998, the Department undertook a major planning effort, a Management Plan, that refines the Significant Natural Resource Areas Master Plan.
- **Management Plan History:** Development of the full plan began in 1998; Citizen Task Force Draft was published in 2002; a Public Second Draft was published in June 2005; Final Draft produced in February 2006 (see explanatory document link above). Public hearings and public workshops were held. The document contains about 2700 public comments which were categorized, responded to and resulted in a change to the Plan. The Commission adopted the Plan as the project to move forward with for environmental review.
- **Natural Areas Management Plan:** 20 year plan. It catalogs and surveys the geology, biology and trail systems throughout the 1100 acres. It guides management and capital improvement projects so it identifies actions and recommendations for implementation for both staff as well as for capital projects and prioritizes those projects.
- **Management Areas:** There are three types of management areas of which all the lands of natural areas are broken into. Management Areas (MA) 1 is the most sensitive portion of the landscape, Management Areas 2 is in between, and Management Areas 3 is the least sensitive. These areas are used to prioritize staff time, identify outside resources and funding, and as a way to plan where recreational uses would be located. More active recreational uses would go in MA3 areas. More restrictions on recreational areas would go in MA1 areas. MA1 and MA2 areas are the core of the habitat restoration efforts. The MA3 areas would be of interest to the Council because they contain the urban forest.

- **Trees and Vegetation:** Recommendations in the Plan for trees and vegetation is for a reintroduction of sensitive species in MA1 and MA2 areas. It identifies actions to reduce invasive plant cover (including eucalyptus trees) and tree removal for the purposes of restoration and habitat enhancement in just the MA1 and MA2 areas.

Re-vegetation in MA1 and MA2 districts: where invasive species are removed, 200 trees a year would be planted, for a total of 4,000 trees, primarily native trees.

In MA3 areas where most of the Urban Forest is, the recommendations align with the Urban Forest Plan in terms of removal of unsafe trees, diversification of the urban forest and allowing for eucalyptus regeneration.

Trees to be removed under the Plan in San Francisco: Out of a total of 64,000 existing trees in the urban forests and natural areas, the plan identifies 3400 for removal for conservation purposes to restore or protect the grasslands and native landscapes (95% of trees to remain).

Trees to be removed under the Plan in Pacifica: Ms. Wayne explained that Sharp Park in Pacifica is quite a rich eco system, and so the eucalyptus tree removal is much more rigorous. Out of a total of 54,000 trees, the plan identifies 15,000 for removal with 39,000 remaining in the canyon above the golf course.

- **Public Process:** Through a public draft, a number of community workshops, and scientific review, a Plan has been produced that the Commission has approved to move forward with for environmental review. Ms. Wayne stated that they are in the process of identifying a consultant and will be performing the environmental review. Public workshops and public input are to be scheduled prior to adoption of the plan. The environmental document and plans will then be brought to the Recreation and Park Commission and the Planning Commission for adoption.

Member Cohen asked if tree removal has ceased until the Plan is adopted. Ms. Wayne explained that their priority is to address health and safety surrounding trees until they reach the planning process. There would not be any large healthy trees that would be removed without posting and the regular process. Member Cohen asked if the Recreation and Park Department would not be abiding by the Landmark and Significant Tree Ordinance. Ms. Wayne stated that to her knowledge that is correct, but it was stated that the only large trees that would be removed at this time would be for health and safety.

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Public Comment: Mr. Jake Sigg, retired employee of the Recreation and Park Department, discussed a 1980 grant to the Recreation and Park Department to do the City's first assessment of street trees. It was stated that Ms. Gravanis was hired to do the assessment. The following year, Friends of the Urban Forest was formed and Ms. Gravanis was the Executive Director of the program, and Mr. Sigg was on the Technical Advisory Committee for many years. Mr. Sigg discussed the phrase "no net loss of trees" and stated that he wants to see more street trees in the City, but that the trees in wild areas require management to maintain biological diversity and there should be a net loss because of adverse conditions, e.g. eucalyptus trees on Mount Davidson that are growing much too thickly and are not a natural forest, ivy and blackberry on the eucalyptus that are a threat to regeneration. Mr. Sigg stated that the objective of the Natural Areas Program was not to clear cut the forest, but to manage it for diversity and under-story.

Public Comment: Ms. Nancy Wuerfel stated that the Natural Areas Program defines an urban forest as "any significant stand of non-indigenous trees" and defines a tree as a plant having one vertical dominant trunk that is over 15 feet tall. Seedlings and saplings are young trees less than 15 feet tall and are not included in any of the calculations of the number of trees within natural areas, trees to be removed, or basal area because they are not considered trees. Ms. Wuerfel discussed the definitional differences between what the NAP program deals with and what the Plan deals with. Ms. Wuerfel stated that the Council has been told that there will be over 3400 trees in San Francisco that will be removed, which accounts only for trees that are over 15 feet tall. Ms. Wuerfel produced a list that identifies the location of some of these trees.

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5. **DISCUSSION and POSSIBLE ACTION:** Landmark Tree Nomination Form. The Council will consider and vote on revisions to the Landmark Tree Nomination Form as recommended by the Landmark Tree Committee (Explanatory Document: Revised Nomination Form (Word) <http://web1.sfgov.org/site/uploadedfiles/LandNomApril1107.doc>).

SPONSOR: Mike Boss, Chair, Landmark Tree Committee

SPEAKER: Mike Boss

Chair Milne suggested that this item be continued to the May meeting for Member Boss to make a presentation on the revised Landmark Tree Nomination Form.

6. **DISCUSSION and ACTION:** Election of Chair and Vice Chair of the Urban Forestry Council. Council members will elect Chair and Vice Chair positions. Chair Milne stated that at the April meeting, nominations were made to reelect Chair Milne for Chair and Vice-Chair Quirke for Vice-Chair. Chair Milne and Vice-Chair Quirke were reelected without objection.
7. **INFORMATION and DISCUSSION:** Staff Report, Grace Ma. Ms. Ma provided updates on UFC administrative and programmatic operations relating to funding, planning, research, outreach, and related activities.

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Council membership was discussed. It was advised that the Board of Supervisors appoints eight seats on the Council, in which six of the current eight Board-appointed members applied for reappointment. The Rules Committee supported the reappointment of the six applicants and appointments were forwarded to the full Board for their vote. It was stated that the Council's GGNRA representative did not reapply and Member Costello did not submit his paperwork, but members can continue to serve on the Council until they are replaced or reappointed. Ms. Ma indicated that a letter had been received from the Department of Public Works Department Head reappointing Member Sacamano, but that he had indicated that Ms. Carla Short would be representing the Department of Public Works in May.

Public Comment: Ms. Wuerfel asked what amount would be required to produce the publications and whether it would be under or above \$10,000. Ms. Ma stated that the required amount should be under \$10,000. Ms. Wuerfel offered to advocate for annual funding from either Outreach, who she stated are very well funded to take on this effort or from the contributions from other City departments that fund the Department.

8. **INFORMATION and DISCUSSION.** Council Secretary Report. The Council Secretary will provide updates on correspondence received. (Explanatory Documents: Council Secretary Report to the Urban Forestry Council Members: (Word), <http://web1.sfgov.org/site/uploadedfiles/CouncilSecReport.doc>, Free Parking Policy Recommendations (Word) <http://web1.sfgov.org/site/uploadedfiles/FreeParkingPolicyRecommendations031607.doc>; Mayor's Office Letter to the Municipal Transportation Agency on Parking Reforms (PDF) <http://web1.sfgov.org/site/uploadedfiles/MTA%20Letter.pdf>)

Council Secretary Monica Fish was not present at this meeting. Chair Milne explained that the intent is to not offer Council Members free parking privileges to attend Council meetings in the future. Final action has not been taken on this item.

9. **COMMITTEE REPORTS:**

- Funding Committee
Council Chair Milne reported that the Funding Committee did not meet in March. The next meeting will be on May 1, 2007 at 12:00 PM at 11 Grove Street.

- **Planning & Policy Committee**

Chair, Paul Sacamano was not present to give a report. Council Chair Milne stated that the Committee did not meet in April. Planning Committee Member Quirke reported that landmark tree incentives will be discussed at the May meeting.

The next meeting will be on May 17, 2007 at 4:00 PM at 11 Grove Street.

- **Landmark Tree Committee**

Chair Mike Boss was not present to give a report. Council Chair Milne reported that the item that was forwarded to the Council on the Landmark Tree Nomination Form was continued to the May Council meeting.

Member Blair indicated that she was advised that Friends of the Urban Forest (FUF) had a list 200 recommended trees. Urban Forestry Specialist Ma stated that Member Sacamano's recommendation was to select eleven trees from FUF's recommended list, and that he would assess those trees for landmark tree status.

The next meeting will be on May 8, 2007 at 4:00 PM at City Hall, Room 421.

10. **CHAIR'S ANNOUNCEMENTS:** Terry Milne, Chair, Urban Forestry Council. Chair Milne announced that he would not be available for the May 25 Council meeting and asked Council Members to respond to the Council Secretary with a quorum check. Chair Milne stated that he spoke to Supervisor Peskin's office about making a Supervisor's Certificate to hand out to people connected with landmark trees and now that there are two official landmark trees, he will see what can be generated from the City. Chair Milne suggested that the Council prepare a commendation letter to Member Sacamano for having helped start the Council, chairing the Planning Committee, and all of the work that he and his Department have done.

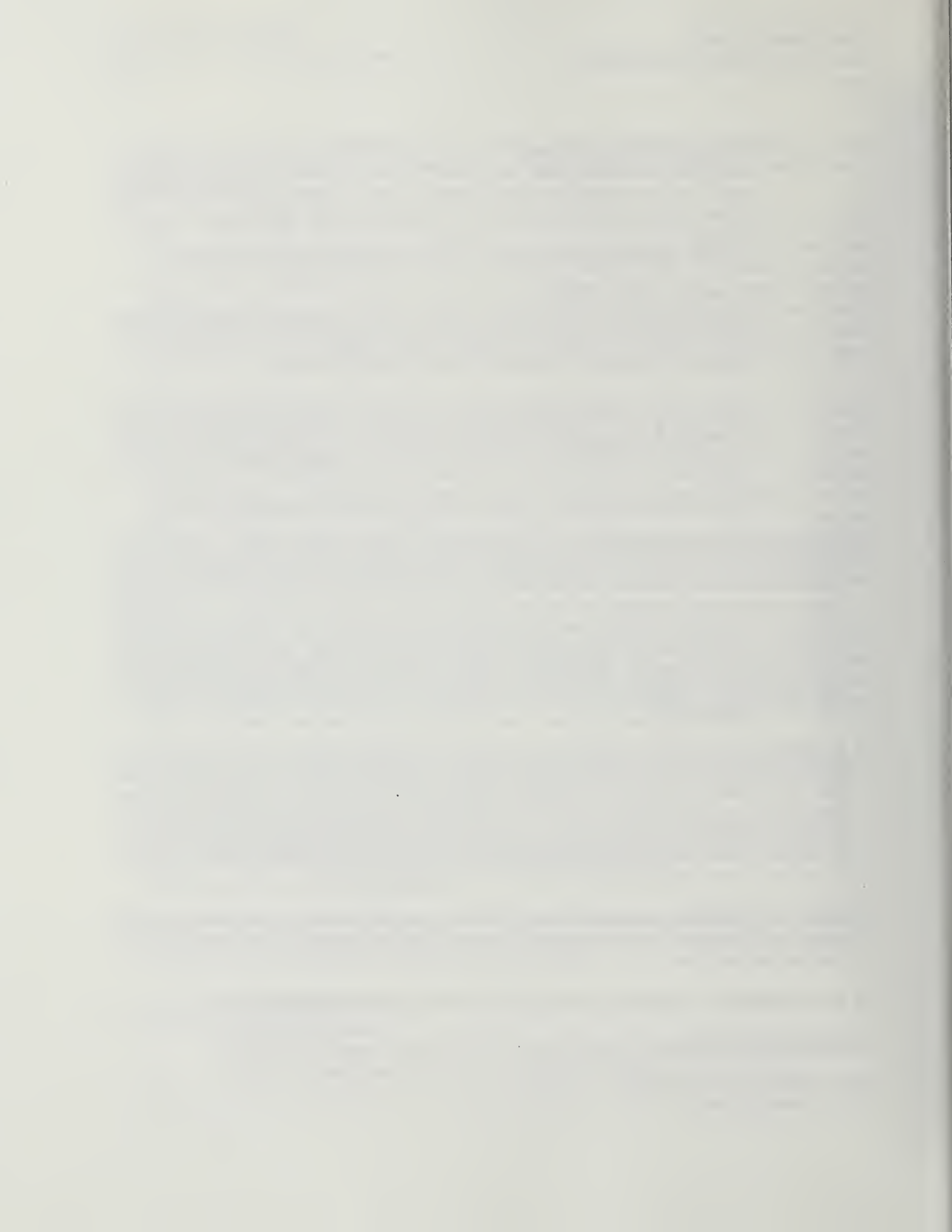
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12. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

13. **ADJOURNMENT.** The Urban Forestry Council meeting adjourned at 6:58 p.m.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council





SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT

URBAN FORESTRY COUNCIL

APPROVED MINUTES

Tuesday, April 24, 2007 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

DOCUMENTS DEPT.

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approved
1. **CALL TO ORDER.** The Urban Forestry Council meeting was called to order at 5:45 p.m.
 2. **ROLL CALL.** Present: Chair Milne, Vice-Chair Quirke, Members Blair, Cohen, Griswold, Nervo, Rodgers, and Sherk. Excused: Members Costello, Habert, Marks, Miller, Sacamano and Sustarich. Absent: Member Boss.
 3. **ACTION:** Adoption of Minutes of the March 23, 2007 Urban Forestry Council Regular Meeting. Upon Motion by Vice-Chair Quirke and second by Member Nervo, the March 23, 2007 Meeting Minutes were approved without objection (Absent: Members Boss, Costello, Habert, Marks, Miller, Sacamano and Sustarich). (Explanatory Document: Approved Minutes of the March 23, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=58459.)
 4. **INFORMATIONAL PRESENTATION:** Natural Areas Management Plan. The Significant Natural Resource Area Management Plan will guide activities and site improvements for native ecosystems in designated Significant Natural Resource Areas in San Francisco for the next twenty years. (Explanatory Document: Natural Areas Management Plan http://www.parks.sfgov.org/site/recpark_index.asp?id=1896.)

SPONSOR: Grace Ma, Urban Forestry Specialist

SPEAKER: Ms. Lisa Wayne, Recreation and Park Department

Ms. Wayne presented background on San Francisco's natural areas, the program, and planning efforts. Topics discussed included:

- Significant Natural Resource Areas in San Francisco: 31 in San Francisco, represents 4% of overall acreage of San Francisco. Total acreage of the Plan that is under the management of the Natural Areas Program is 1102 acres.
- Natural Resource Areas are remnants of San Francisco's natural heritage and include the Oak Woodlands in Golden Gate Park, Lacustrine (lakes), emerging

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wetlands around the lakes, salt marshes, fresh water wetlands, Riparian (creeks), sand dunes that contain locally significant plant species, grasslands, rare plants, wildlife, and rare animals.

- **Natural Areas Values:** Natural resource values include plants, wildlife, soil and water and human values include recreational, respite from city, stewardship and environmental education.
- **Natural Area Program Functions:** The program is a division of the Recreation and Park Department, staffed by gardeners, volunteer coordinators, and Ms. Wayne. Work includes habitat restoration (invasive plant removal, re-vegetation), erosion control, trail maintenance, environmental education, and health and safety concerns.
- **Community Based Stewardship:** Since its inception, the program is envisioned as a community based restoration program with volunteers doing most of the work. Gardening staff is leveraging their time one to one with volunteer resources.
- **Planning Background:** 1991 General Plan Open Space Element identified the need to protect, preserve and manage native plant communities and wildlife habitat. In 1995, the Recreation and Park Commission adopted a Significant Natural Resources Management Plan which further outlined the objectives on how to protect these areas and action steps. In 1998, the Department undertook a major planning effort, a Management Plan, that refines the Significant Natural Resource Areas Master Plan.
- **Management Plan History:** Development of the full plan began in 1998; Citizen Task Force Draft was published in 2002; a Public Second Draft was published in June 2005; Final Draft produced in February 2006 (see explanatory document link above). Public hearings and public workshops were held. The document contains about 2700 public comments which were categorized, responded to and resulted in a change to the Plan. The Commission adopted the Plan as the project to move forward with for environmental review.
- **Natural Areas Management Plan:** 20 year plan. It catalogs and surveys the geology, biology and trail systems throughout the 1100 acres. It guides management and capital improvement projects so it identifies actions and recommendations for implementation for both staff as well as for capital projects and prioritizes those projects.
- **Management Areas:** There are three types of management areas of which all the lands of natural areas are broken into. Management Areas (MA) 1 is the most sensitive portion of the landscape, Management Areas 2 is in between, and Management Areas 3 is the least sensitive. These areas are used to prioritize staff time, identify outside resources and funding, and as a way to plan where recreational uses would be located. More active recreational uses would go in MA3 areas. More restrictions on recreational areas would go in MA1 areas. MA1 and MA2 areas are the core of the habitat restoration efforts. The MA3 areas would be of interest to the Council because they contain the urban forest.

- Trees and Vegetation: Recommendations in the Plan for trees and vegetation is for a reintroduction of sensitive species in MA1 and MA2 areas. It identifies actions to reduce invasive plant cover (including eucalyptus trees) and tree removal for the purposes of restoration and habitat enhancement in just the MA1 and MA2 areas.

Re-vegetation in MA1 and MA2 districts: where invasive species are removed, 200 trees a year would be planted, for a total of 4,000 trees, primarily native trees.

In MA3 areas where most of the Urban Forest is, the recommendations align with the Urban Forest Plan in terms of removal of unsafe trees, diversification of the urban forest and allowing for eucalyptus regeneration.

Trees to be removed under the Plan in San Francisco: Out of a total of 64,000 existing trees in the urban forests and natural areas, the plan identifies 3400 for removal for conservation purposes to restore or protect the grasslands and native landscapes (95% of trees to remain).

Trees to be removed under the Plan in Pacifica: Ms. Wayne explained that Sharp Park in Pacifica is quite a rich eco system, and so the eucalyptus tree removal is much more rigorous. Out of a total of 54,000 trees, the plan identifies 15,000 for removal with 72% remaining in the canyon above the golf course.

- Public Process: Through a public draft, a number of community workshops, and scientific review, a Plan has been produced that the Commission has approved to move forward with for environmental review. Ms. Wayne stated that they are in the process of identifying a consultant and will be performing the environmental review. Public workshops and public input are to be scheduled prior to adoption of the plan. The environmental document and plans will then be brought to the Recreation and Park Commission and the Planning Commission for adoption.

Member Cohen asked if tree removal has ceased until the Plan is adopted. Ms. Wayne explained that their priority is to address health and safety surrounding trees until they reach the planning process. There would not be any large healthy trees that would be removed without posting and the regular process. Member Cohen asked if the Recreation and Park Department would not be abiding by the Landmark and Significant Tree Ordinance. Ms. Wayne stated that to her knowledge that is correct, but it was stated that the only large trees that would be removed at this time would be for health and safety.

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12. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

13. **ADJOURNMENT.** The Urban Forestry Council meeting adjourned at 6:58 p.m.

Respectfully submitted by,
Monica Fish, Council Secretary
Urban Forestry Council

Approved: June 26, 2007



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**City and County of San Francisco
Urban Forestry Council**

**NOTICE OF CANCELLED MEETING
Friday, May 25, 2007, 10:00 a.m.
City Hall, Room 400
Ground Floor Conference Room**

The Friday, May 25, 2007, 10:00 a.m. Regular Meeting of the Urban Forestry Council has been cancelled. The next Regular Meeting is scheduled for Tuesday, June 26, 2007 at 5:30 p.m. The meeting will be held at City Hall, Room 416, One Dr. Carlton B. Goodlett Place, San Francisco, CA. An agenda will be prepared and distributed at least 72 hours prior to the meeting. If you have any questions, please contact the Urban Forestry Specialist at (415) 355-3731 or the Council Secretary at (415) 355-3709. You may also visit our website at

http://sfgov.org/site/sfenvironment_meeting.asp?id=15811 for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary

Posted: May 17, 2007

4:45 p.m. mst
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SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**City and County of San Francisco
Urban Forestry Council**

CORRECTED NOTICE OF CANCELLED MEETING
Friday, May 25, 2007, 10:00 a.m.
City Hall, Room 400

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cancelled
corrected

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Respectfully submitted by,

Monica Fish, Council Secretary

Posted: May 17, 2007

11:10 a.m. mst
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SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda

Tuesday, June 26, 2007 at 5:30 PM
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

11:45 a.m. m, f
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126/07
Terry Milne
Chair

Carolyn Blair
Mike Boss
Jocelyn Cohen
Steve Griswold

Milton Marks
Lena Miller
Kelly Quirke
Bonnie Ora Sherk

David Habert
SF Redevelopment Agency

AnMarie Rodgers
SF Planning Department

Susan Nervo
SF Recreation & Park Department

Carla Short
SF Department of Public Works

Mark Sustarich
SF Public Utilities Commission

Grace Ma
Urban Forest Specialist

Monica Fish
Urban Forestry Council Secretary

Public comment will be taken before the Council takes action on any item.

Order of Business

AGENDA

1. **CALL TO ORDER and ROLL CALL**
2. **Approval of minutes of the April 24, 2007 Urban Forestry Council Regular Meeting** (Action) (Explanatory Document: Draft Minutes of the April 24, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=59844.)
3. **Commendation of Dr. Larry Costello.** Council members may vote on a commendation Resolution for Dr. Larry Costello for his contributions to the Urban Forestry Council and San Francisco (Discussion and Possible Action) (Explanatory Document: Commendation Resolution <http://web1.sfgov.org/site/uploadedfiles/commendLarryCostello.doc>).
Sponsor and Presenter: Terry Milne
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Sponsor and Presenter: Mike Boss
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The next meeting will be on July 3, 2007 at 12:00 PM at 11 Grove Street.
 - Planning & Policy Committee
Chair, Carla Short
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 - Landmark Tree Committee
Chair, Mike Boss
The next meeting will be on July 10, 2007 at 4:00 PM in City Hall, Room 421.

9. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council. The next Urban Forestry Council meeting will be on Friday, July 27, 2007 at 10:00 AM in City Hall, Room 400 (Discussion).

10. **New Business/Future Agenda Items** (Information and Discussion).

11. **PUBLIC COMMENT:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

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1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

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Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

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that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Posted: June 21, 2007



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

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11:00 a.m. msf
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JUN 25 2007

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Posted: June 21, 2007

[Commendation of Dr. Larry Costello]

Resolution commending Dr. Larry Costello for his dedication to the Urban Forestry Council and to greatly improving San Francisco's urban forest through his ongoing research and education efforts.

WHEREAS, Larry Costello is a renowned expert who has greatly contributed to the fields of horticulture and urban forestry; and,

WHEREAS, Larry Costello has served on the Tree Advisory Board and the Urban Forestry Council for twelve years; and,

WHEREAS, Larry Costello has trained City and County of San Francisco staff, nonprofit organizations and community members in best practices for tree care and maintenance; and,

WHEREAS, Larry Costello has made innumerable contributions to the Urban Forestry Council; now, therefore be it

RESOLVED, The Urban Forestry Council commends Larry Costello for his dedication to the Urban Forestry Council and to vastly improving San Francisco's urban forest through his research and education efforts; and be it

FURTHER RESOLVED, That the Urban Forestry Council wishes Larry Costello well in all his future endeavors.

[Commendation of Paul Sacamano]

Resolution commending Paul Sacamano for his dedication to the Urban Forestry Council and to greatly improving San Francisco's urban forest through his ongoing professional commitment and work.

WHEREAS, Paul Sacamano has developed and advanced the field of urban forest research for the United States Forest Service; and,

WHEREAS, Paul Sacamano has worked for the City and County of San Francisco; Department of Public Works for -- years; and,

WHEREAS, Paul Sacamano has demonstrated exemplary dedication and commitment to the urban forest in San Francisco; and,

WHEREAS, Paul Sacamano made a significant contribution to the Urban Forestry Council and its achievements to date; now, therefore be it

RESOLVED, That the Urban Forestry Council commends Paul Sacamano for his dedication to the Urban Forestry Council and to greatly improving San Francisco's urban forest through his professional and volunteer efforts; and be it

FURTHER RESOLVED, That the Urban Forestry Council wishes Paul Sacamano well in his future endeavors.

SAN FRANCISCO URBAN FORESTRY COUNCIL

Landmark Tree Nomination Form

Disclaimer: Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?

- An authorized nominator is a Supervisor, head of a City department or agency, Planning Commissioner, Landmarks Preservation Advisory Board member, or property owner.
- The Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board and the head of a City department or agency may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

I am one of the following authorized nominators

- ☐ Property owner
- ☐ Board of Supervisor member
- ☐ Head of a city department or agency
- ☐ Planning Commission member
- ☐ Landmarks Preservation Advisory Board member

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department, Property Owner):

Property owner:

Name

Name

Address

Address

Address

Address

Phone (day)

Phone (day)

Fax #

Fax #

Email

Email

Member of the public who initiated nomination
(if applicable):

Name

Address

Address

Phone (day)

Fax #

Email

I am an authorized nominator and I support this nomination.

Signature

Date

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Signature

Date

TREE DESCRIPTION

Tree name (species and common name): _____

Number of trees: _____

Street address: _____

Location of Tree: ☐ Front yard ☐ Rear yard ☐ Side yard ☐ Corner-side yard

☐ Public right-of-way ☐ Public lands ☐ Not sure

☐ Other: _____

GPS units (OPTIONAL): _____

Height _____ feet

Average canopy width¹ _____ feet

Circumference at chest level² _____ inches

Circumference at ground level³ _____ inches

¹ Distance from one edge to opposite edge of tree canopy

² Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

³ Distance around trunk on the ground where the trunk meets the soil.

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. If you need more space to describe the tree, please attach additional sheets.

Rarity: ☐ Rare ☐ Uncommon ☐ Common ☐ Other

Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: _____

Size: ☐ Large ☐ Medium ☐ Small

Notable size (height, diameter, canopy width) compared to other trees of the same species.

Comment: _____

Age: Significantly advanced age for this species (known or estimated).

Comment: _____

Historical Association: ☐ Yes ☐ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Ethnic appreciation: ☐ Yes ☐ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: _____

Neighborhood appreciation: ☐ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: _____

Planting defines neighborhood character: ☐ Yes ☐ No

Contributes to neighborhood aesthetic.

Describe contribution: _____

Profiled in a publication or other media: ☐ Yes ☐ Unknown

Tree has received print, internet, and/or video media coverage. **Attach documentation** if appropriate.

Describe coverage: _____

High traffic area: ☐ Yes ☐ No

High visibility, possible traffic calming effect.

Describe: _____

Low tree density: ☐ Low ☐ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Extends between multiple properties: ☐ Yes ☐ No

High visibility, multiple neighbors share tree.

Describe: _____

Accessible from public right-of-way: ☐ Yes ☐ No

High visibility.

Describe: _____

Important wildlife habitat: ☐ Yes ☐ No

Wildlife shelter and/or food (observed or potential). Describe and be as specific as possible.

Interdependent group of trees: ☐ Yes ☐ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: _____

Erosion control: ☐ Yes ☐ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☐ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Prominent landscape feature: _____ Yes _____ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Character-defining form: _____ Yes _____ No

Tree is an example of good form for its particular species.

Describe: _____

Tree condition: _____ Good _____ Poor _____ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____

Additional comments

If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (below). It is acceptable if you cannot provide some of the information requested on this form.

A photograph of the tree must be submitted with this form.

Please attach **optional** supporting documents such as letters, arborist report, etc.

Send to: Urban Forestry Council, c/o Grace Ma, 11 Grove Street, San Francisco, CA 94102
OR grace.ma@sfgov.org

Any information you submit will be part of the public record.

The Public Records Act defines a "public record" broadly to include "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics." Govt. Code § 6252(e). The Sunshine Ordinance defines "public information" as the content of "public records" as defined in the Public Records Act. Admin Code § 67.20(b). Pursuant to the Public Records Act and Sunshine Ordinance, this document is a public record and will be available to the public upon request, at the hearing site, at the San Francisco Main Library, and on the Urban Forestry Council's website. Admin Code §§ 8.16, 67.7 (b), and 67.21(a).

Application received date _____	Received by _____
Tree evaluation form _____	UFC recommendation date _____
Board of Supervisors Decision _____	
Landmark Tree # _____	Title recorded date _____



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
DRAFT MINUTES

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Tuesday, June 26, 2007 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

JUL 06 2007

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1. **Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 5:35 p.m. Present: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Griswold, Marks (5:55 p.m.), Nervo, Rodgers, Sherk, Short, and Sustarich; Excused: Members Habert and Miller.
2. **Approval of minutes of the April 24, 2007 Urban Forestry Council Regular Meeting (Action)** Upon Motion by Member Rodgers and second by Member Sustarich, without objection, the April 24, 2007 Meeting Minutes were approved with a correction on page 4 to change the spelling of the name "Rufgard" to "Roughgarden" and to confirm that on page 3, paragraph 4, 72,000 is the correct number of trees remaining (72,000 should be revised to read 72%). (Absent: Member Habert, Marks and Miller) (Explanatory Document: Approved Minutes of the April 24, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=59844).
3. **Commendation of Dr. Larry Costello** (Discussion and Possible Action). Council members voted to approve a commendation Resolution for Dr. Larry Costello for his contributions to the Urban Forestry Council and San Francisco. The Resolution was read into the record. Upon Motion by Member Boss and second by Member Nervo, Resolution File No. 2007-07-UFC was approved (AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Griswold, Nervo, Rodgers, Sherk, Short, and Sustarich; Absent: Member Habert, Marks and Miller) (Explanatory Document: Commendation Resolution No. 007-07-UFC (PDF) <http://web1.sfgov.org/site/uploadedfiles/Res007-07-UFCCommendLarryCostello.pdf>).

Sponsor and Presenter: Terry Milne

A new business item was discussed at this time. Chair Milne read a commendation letter that he would be sending to Ms. Grace Ma, commending her for her work on the Council and on her efforts and diligence in support of the Landmark Tree Ordinance.

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5. **Landmark Tree Nomination Form.** (Discussion and Possible Action) The Council voted to approve revisions to the Landmark Tree Nomination Form as recommended by the Landmark Tree Committee. (Explanatory Document: Revised Nomination Form (Word)
<http://web1.sfgov.org/site/uploadedfiles/LandNomApril1107.doc>.)

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Member Boss reported that at a previous meeting, the Urban Forestry Council approved changes to the Evaluation Form so that the language now complies with the landmark tree criteria. It was explained that the Nomination Form revisions that were made are for the purpose of consistency between the Evaluation Form and the Nomination Form. Changes that were made have to do with the actual criteria that a nominator would fill out starting on page 3 with "Rarity" to "Tree Condition" on page 5. It was advised that the language on the Nomination Form is now verbatim to what the Evaluation Form contains. Member Blair discussed the importance of adding the member of the public who initiated the nomination to the form and that she appreciates the addition of an address so they can receive notification.

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Chair Milne stated that the Planning Committee will put this item on their agenda and in the meantime, color photos can be presented to various City Committees and the Board of Supervisors. Vice-Chair Quirke stated that actions at the Board level can be initiated right away as was the case with the Landmark Tree Ordinance, and recommended showing photos to an individual Board of Supervisors member in order to start the process. Member Boss stated that he is willing to participate in the action but would like support from fellow Council members. Member Cohen stated that she would be sending photos to the Board of Supervisors on a regular basis and would be contacting a freelance writer that writes articles on trees. It was recommended that the Council put together a concerted effort and then bring in other entities. Member Cohen discussed the San Francisco Tree Council who has been working on these issues for over a decade, but does not have sufficient staff.

7. **Staff Report.** (Information and Discussion) Staff will provide updates on UFC administrative and programmatic operations relating to planning, funding, outreach, and other related activities.

Chair Milne reported that the Council is short one member and that Member Costello provided a recommendation. The Council Secretary advised that the applicant from City College of San Francisco indicated in an email that he would forward his application to the Board of Supervisors Rules Committee. The seat is for "one representative of the University of California Cooperative Extension or a representative of another educational organization involved with tree management." Chair Milne asked Council Members to forward recommendations either to himself or to the Council Secretary. Member Blair recommended that Department staff send job announcements to local universities and to appropriate departments. The Council Secretary stated that the Department of the Environment sends job announcements to lists of people who have requested to receive job announcements and it includes educational institutions.

Additional reports included: Chair Milne stated that the position at the Department of the Environment has been advertised and is classified as a 5638 Environmental Assistant. Member Marks asked when someone would actually be hired for the position. Chair Milne stated that it would be about mid-August before someone would be hired.

Chair Milne reported that there is now a landmark component to the San Francisco Environment website that has information about landmark trees and nominations. Chair Milne reported that in the absence of a coordinator, landmark tree nomination questions would be forwarded to Ms. Anne Eng of the Department of the Environment who would be forwarding additional questions to Chair Milne.

Chair Milne stated that the Funding Committee discussed acquiring funds for reprinting the Urban Forestry brochure and the Tree Pruning Standards brochure and that funding has not yet been identified. Member Cohen stated that at the last Council meeting, Ms. Wuerfel stated that she would be happy to work on behalf of obtaining the funds for the tree pruning brochure but that Ms. Ma indicated that help was not needed. Member Cohen expressed her concern that the Department is cutting funds from the Council on every level, and requested that the Department Director attend a Council meeting to discuss the Department's support of urban forestry. Chair Milne advised that the Council's budget is not being cut by the Department of the Environment, but by the departments that fund it, e.g. Redevelopment, PUC, and DPW. Member Cohen inquired about the lack of funding for the tree pruning brochure and the Council Secretary reported that a staff report indicates that there may be potential funding from the Department's Outreach budget. Member Short indicated that the tree-pruning brochure should be revised slightly and reprinted.

Chair Milne reported that the Assistant Director of the Department of the Environment suggested that the Urban Forestry Council could reduce the number of meetings (that is now approximately 48 per year) and requested that this topic be discussed at the July meeting. It was stated that in order to make meeting schedule revisions, a bylaws amendment would have to be noticed. Part of the suggestion was to retain the Landmark Tree Committee meetings in order to attend to the landmark tree application process, but that it may be possible to combine two Committees and have fewer Council meetings per year. The Council was asked to consider these suggestions for a discussion at the July meeting. Member Sherk stated that the Council has a large job before it, and that it does not make sense to cut the number of meetings.

Member Blair inquired about potential funding in order to do public outreach on landmark trees.

8. Committee Reports: (Discussion).

- Funding Committee

The next meeting will be on July 3, 2007 at 12:00 PM at 11 Grove Street. Chair Milne reported that the Funding Committee did not have anything to report, as they did not meet in June. Member Marks stated that he is waiting for communication from the Department as to who may approach certain funders and until that is clarified, it will be hard to pursue outside funding. Chair Milne stated that at the May Funding Committee meeting, Member Miller stated that she would talk to PG&E about a grant and she was turned down, and Member Marks was going to investigate the state legislation about taxing water bottles.

- Planning & Policy Committee

Chair, Carla Short

The next meeting will be on July 19, 2007 at 4:00 PM at 11 Grove Street. Chair Milne reported that the Planning & Policy Committee did not have a report as the June meeting was cancelled.

- Landmark Tree Committee

Chair, Mike Boss

The next meeting will be on July 10, 2007 at 4:00 PM in City Hall, Room 421. Chair Milne reported that the Landmark Tree Committee did not have a quorum for their June meeting. Landmark Tree Committee Chair Boss reported that David Habert has resigned his position on the Landmark Tree Committee. The Committee has not recently reviewed any trees for landmark

tree status. Chair Boss indicated that he would be meeting with Supervisor Tom Ammiano to see about facilitating more landmark trees. It was reported that the Committee worked on revising the Nomination Form and are now working on revising and clarifying the criteria because there was confusion in applying the criteria when considering landmark tree status.

9. **Chair's Announcements:** (Discussion) Terry Milne, Chair, Urban Forestry Council. The next Urban Forestry Council meeting will be on Friday, July 27, 2007 at 10:00 AM in City Hall, Room 400. Chair Milne made no additional announcements. Member Sherk inquired about appointment of additional members to Committees. Chair Milne stated that the Council would be considering merging Committees so it would be premature to make appointments at this time.
10. **New Business/Future Agenda Items** (Information and Discussion). Chair Milne stated that a discussion about Committees and meetings, frequency and mergers, would be on next month's agenda. Member Sherk reported that Life Frames Inc. and Living Library are working on influencing the City to focus more on developing green jobs. A green training program is being developed for adults to train people particularly low income, immigrant populations and exiting foster care youth to learn to plant trees, the importance of trees, and how to maintain them. It was reported that this program has not been recommended for funding again this year and Member Sherk requested that the Council support this effort at the Board of Supervisors-Budget Committee. Chair Milne stated that the budget process is going on now and would not be considered on time if it were placed on next month's agenda in order for the Council to issue a Resolution of support. Member Sherk stated that she has information on the program that she would like to send to the Secretary to send to the Council Members. A discussion was held on Sunshine Ordinance requirements as it pertains to a Council Member or the Council Secretary sending out information to a quorum of members that could potentially initiate an action or discussion. The Council Secretary indicated she would clarify the Sunshine Ordinance requirements with the Deputy City Attorney and report back.
11. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.
12. **Adjournment.** The Urban Forestry Council Meeting adjourned at 7:20 p.m.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Approved:



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
APPROVED MINUTES

DOCUMENTS DEPT.

Tuesday, June 26, 2007 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

AUG - 2 2007

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1. **Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 5:35 p.m. Present: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Griswold, Marks (5:55 p.m.), Nervo, Rodgers, Sherk, Short, and Sustarich; Excused: Members Habert and Miller.
2. **Approval of minutes of the April 24, 2007 Urban Forestry Council Regular Meeting (Action)** Upon Motion by Member Rodgers and second by Member Sustarich, without objection, the April 24, 2007 Meeting Minutes were approved with a correction on page 4 to change the spelling of the name "Rufgard" to "Roughgarden" and to confirm that on page 3, paragraph 4, 72,000 is the correct number of trees remaining (72,000 should be revised to read 72%). (Absent: Member Habert, Marks and Miller) (Explanatory Document: Approved Minutes of the April 24, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=59844).
3. **Commendation of Dr. Larry Costello (Discussion and Possible Action).** Council members voted to approve a commendation Resolution for Dr. Larry Costello for his contributions to the Urban Forestry Council and San Francisco. The Resolution was read into the record. Upon Motion by Member Boss and second by Member Nervo, Resolution File No. 2007-07-UFC was approved (AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Griswold, Nervo, Rodgers, Sherk, Short, and Sustarich; Absent: Member Habert, Marks and Miller) (Explanatory Document: Commendation Resolution No. 007-07-UFC (PDF) <http://web1.sfgov.org/site/uploadedfiles/Res007-07-UFCCommendLarryCostello.pdf>).

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Member Blair stated that there is more need for tree protection at the Board of Supervisors and Mayor's level. Chair Milne asked how successful the fining system is. Member Short stated that an analysis was done recently and it has improved over time for the percentage of fines that have been upheld when they

get to an administrative hearing. It was stated that fines tend to get reduced, but that is changing as more fines are being upheld by hearing officers. Member Short advised that there are currently two full time staff members that can process fines but are not working full time on fines as DPW does not have available staff. It was stated that when DPW finds about these violations they can issue fines, and requested that Member Boss send the information to her. Member Short advised Member Marks that DPW has hundreds of photographs of tree problems in the City that they would be happy to share. It was recommended that this item would be a good topic at the Planning and Policy Committee as to what would be practical next steps that the Council could take. Member Boss stated that we are talking about changing how government works and the mindset of the people of San Francisco. That is not a spontaneous thing that will happen and asked that the Council consider formally evaluating this issue.

Chair Milne stated that the Planning Committee will put this item on their agenda and in the meantime, color photos can be presented to various City Committees and the Board of Supervisors. Vice-Chair Quirke stated that actions at the Board level can be initiated right away as was the case with the Landmark Tree Ordinance, and recommended showing photos to an individual Board of Supervisors member in order to start the process. Member Boss stated that he is willing to participate in the action but would like support from fellow Council members. Member Cohen stated that she would be sending photos to the Board of Supervisors on a regular basis and would be contacting a freelance writer that writes articles on trees. It was recommended that the Council put together a concerted effort and then bring in other entities. Member Cohen discussed the San Francisco Tree Council who has been working on these issues for over a decade, but does not have sufficient staff.

7. **Staff Report.** (Information and Discussion) Staff will provide updates on UFC administrative and programmatic operations relating to planning, funding, outreach, and other related activities.

Chair Milne reported that the Council is short one member and that Member Costello provided a recommendation. The Council Secretary advised that the applicant from City College of San Francisco indicated in an email that he would forward his application to the Board of Supervisors Rules Committee. The seat is for "one representative of the University of California Cooperative Extension or a representative of another educational organization involved with tree management." Chair Milne asked Council Members to forward recommendations either to himself or to the Council Secretary. Member Blair recommended that Department staff send job announcements to local universities and to appropriate departments. The Council Secretary stated that the Department of the Environment sends job announcements to lists of people who have requested to receive job announcements and it includes educational institutions.

Additional reports included: Chair Milne stated that the position at the Department of the Environment has been advertised and is classified as a 5638 Environmental Assistant. Member Marks asked when someone would actually be hired for the position. Chair Milne stated that it would be about mid-August before someone would be hired.

Chair Milne reported that there is now a landmark component to the San Francisco Environment website that has information about landmark trees and nominations. Chair Milne reported that in the absence of a coordinator, landmark tree nomination questions would be forwarded to Ms. Anne Eng of the Department of the Environment who would be forwarding additional questions to Chair Milne.

Chair Milne stated that the Funding Committee discussed acquiring funds for reprinting the Urban Forestry brochure and the Tree Pruning Standards brochure and that funding has not yet been identified. Member Cohen stated that at the last Council meeting, Ms. Wuerfel stated that she would be happy to

work on behalf of obtaining the funds for the tree pruning brochure but that Ms. Ma indicated that help was not needed. Member Cohen expressed her concern that the Department is cutting funds from the Council on every level, and requested that the Department Director attend a Council meeting to discuss the Department's support of urban forestry. Chair Milne advised that the Council's budget is not being cut by the Department of the Environment, but by the departments that fund it, e.g. Redevelopment, PUC, and DPW. Member Cohen inquired about the lack of funding for the tree pruning brochure and the Council Secretary reported that a staff report indicates that there may be potential funding from the Department's Outreach budget. Member Short indicated that the tree-pruning brochure should be revised slightly and reprinted.

Chair Milne reported that the Assistant Director of the Department of the Environment suggested that the Urban Forestry Council could reduce the number of meetings (that is now approximately 48 per year) and requested that this topic be discussed at the July meeting. It was stated that in order to make meeting schedule revisions, a bylaws amendment would have to be noticed. Part of the suggestion was to retain the Landmark Tree Committee meetings in order to attend to the landmark tree application process, but that it may be possible to combine two Committees and have fewer Council meetings per year. The Council was asked to consider these suggestions for a discussion at the July meeting. Member Sherk stated that the Council has a large job before it, and that it does not make sense to cut the number of meetings.

Member Blair inquired about potential funding in order to do public outreach on landmark trees.

8. **Committee Reports:** (Discussion).

- **Funding Committee**

The next meeting will be on July 3, 2007 at 12:00 PM at 11 Grove Street. Chair Milne reported that the Funding Committee did not have anything to report, as they did not meet in June. Member Marks stated that he is waiting for communication from the Department as to who may approach certain funders and until that is clarified, it will be hard to pursue outside funding. Chair Milne stated that at the May Funding Committee meeting, Member Miller stated that she would talk to PG&E about a grant and she was turned down, and Member Marks was going to investigate the state legislation about taxing water bottles.

- **Planning & Policy Committee**

Chair, Carla Short

The next meeting will be on July 19, 2007 at 4:00 PM at 11 Grove Street. Chair Milne reported that the Planning & Policy Committee did not have a report as the June meeting was postponed.

- **Landmark Tree Committee**

Chair, Mike Boss

The next meeting will be on July 10, 2007 at 4:00 PM in City Hall, Room 421. Chair Milne reported that the Landmark Tree Committee did not have a quorum for their June meeting. Landmark Tree Committee Chair Boss reported that David Habert has resigned his position on the Landmark Tree Committee. The Committee has not recently reviewed any trees for landmark tree status. Chair Boss indicated that he would be meeting with Supervisor Tom Ammiano to see about facilitating more landmark trees. It was reported that the Committee worked on revising

the Nomination Form and are now working on revising and clarifying the criteria because there was confusion in applying the criteria when considering landmark tree status.

9. **Chair's Announcements:** (Discussion) Terry Milne, Chair, Urban Forestry Council. The next Urban Forestry Council meeting will be on Friday, July 27, 2007 at 10:00 AM in City Hall, Room 400. Chair Milne made no additional announcements. Member Sherk inquired about appointment of additional members to Committees. Chair Milne stated that the Council would be considering merging Committees so it would be premature to make appointments at this time.
10. **New Business/Future Agenda Items** (Information and Discussion). Chair Milne stated that a discussion about Committees and meetings, frequency and mergers, would be on next month's agenda. Member Sherk reported that Life Frames Inc. and Living Library are working on influencing the City to focus more on developing green jobs. A green training program is being developed for adults to train people particularly low income, immigrant populations and exiting foster care youth to learn to plant trees, the importance of trees, and how to maintain them. It was reported that this program has not been recommended for funding again this year and Member Sherk requested that the Council support this effort at the Board of Supervisors Budget Committee. Chair Milne stated that the budget process is going on now and would not be considered on time if it were placed on next month's agenda in order for the Council to issue a Resolution of support. Member Sherk stated that she has information on the program that she would like to send to the Secretary to send to the Council Members. A discussion was held on Sunshine Ordinance requirements as it pertains to a Council Member or the Council Secretary sending out information to a quorum of members that could potentially initiate an action or discussion. The Council Secretary indicated she would clarify the Sunshine Ordinance requirements with the Deputy City Attorney and report back.
11. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.
12. **Adjournment.** The Urban Forestry Council Meeting adjourned at 7:20 p.m.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Approved: July 27, 2007

1 [Commendation of Dr. Larry Costello]

2 Resolution commending Dr. Larry Costello for his dedication to the Urban Forestry
3 Council and to greatly improving San Francisco's urban forest through his ongoing
4 research and education efforts.

5
6 WHEREAS, Larry Costello is a renowned expert who has greatly contributed to
7 the fields of horticulture and urban forestry; and,

8 WHEREAS, Larry Costello has served on the Tree Advisory Board and the
9 Urban Forestry Council for twelve years; and,

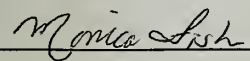
10 WHEREAS, Larry Costello has trained City and County of San Francisco staff,
11 nonprofit organizations and community members in best practices for tree care and
12 maintenance; and,

13 WHEREAS, Larry Costello has made innumerable contributions to the Urban
14 Forestry Council; now, therefore be it

15 RESOLVED, The Urban Forestry Council commends Larry Costello for his
16 dedication to the Urban Forestry Council and to vastly improving San Francisco's urban
17 forest through his research and education efforts; and be it

18 FURTHER RESOLVED, That the Urban Forestry Council wishes Larry Costello
19 well in all his future endeavors.

20
21 I hereby certify that this Resolution was adopted at the Urban Forestry Council's
22 Regular Meeting on June 26, 2007.

23 
24 *Monica Fish, Council Secretary*

25
26 VOTE: Approved (12-0) (2 Absent) (1 Vacant)

27 Ayes: Council Members Blair, Boss, Cohen, Griswold, Nervo, Marks, Milne, Quirke, Sherk,
28 Rodgers, Short, and Sustarich.

29 Noes: None

30 Absent: Council Members Habert and Miller

DOCUMENTS DEPT.

JUN 29 2007

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June 26, 2007

[Commendation of Paul Sacamano]

Resolution commending Paul Sacamano for his dedication to the Urban Forestry Council and to greatly improving San Francisco's urban forest through his ongoing professional commitment and work.

WHEREAS, Paul Sacamano has developed and advanced the field of urban forest research for the United States Forest Service; and,

WHEREAS, Paul Sacamano has worked for the City and County of San Francisco, Department of Public Works for over 7 1/2 years; and,

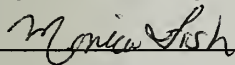
WHEREAS, Paul Sacamano has demonstrated exemplary dedication and commitment to the urban forest in San Francisco; and,

WHEREAS, Paul Sacamano made a significant contribution to the Urban Forestry Council and its achievements to date; now, therefore be it

RESOLVED, That the Urban Forestry Council commends Paul Sacamano for his dedication to the Urban Forestry Council and to greatly improving San Francisco's urban forest through his professional and volunteer efforts; and be it

FURTHER RESOLVED, That the Urban Forestry Council wishes Paul Sacamano well in his future endeavors.

I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on June 26, 2007.



Monica Fish, Council Secretary

VOTE: Approved (12-0) (2 Absent) (1 Vacant)

Ayes: Council Members Blair, Boss, Cohen, Griswold, Nervo, Marks, Milne, Quirke, Sherk, Rodgers, Short, and Sustarich.

Noes: None

Absent: Council Members Habert and Miller

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JUN 29 2007

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SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda

Friday, July 27, 2007 at 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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JUL 19 2007

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Terry Milne
Chair

Carolyn Blair
Mike Boss
Jocelyn Cohen
Steve Griswold

Milton Marks
Lena Miller
Kelly Quirke
Bonnie Ora Sherk

David Habert
SF Redevelopment Agency

AnMarie Rodgers
SF Planning Department

Susan Nervo
SF Recreation & Park Department

Carla Short
SF Department of Public Works

Mark Sustarich
SF Public Utilities Commission

Monica Fish
Urban Forestry Council Secretary

Public comment will be taken before the Council takes action on any item.

Order of Business

AGENDA

1. Call to Order and Roll Call

- 2. Adoption of Minutes of the June 26, 2007 Urban Forestry Council Regular Meeting** (Discussion and Action) (Explanatory Document: Draft Minutes of the June 26, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=63453).

- 3. November 2007 Potential Ballot Issue: "Parking for Neighborhoods Initiative."** The Council will hear concerns about the potential loss of existing trees/and or planting spaces for new trees if this initiative passes (Discussion). (Explanatory Document: Alert: Parking vs. Trees (Word) <http://web1.sfgov.org/site/uploadedfiles/ALERTPARKINGVSTREES.DOC>)

Sponsor: Council Member Carolyn Blair

Speaker: Gillian Gillett, San Jose Guerrero Coalition

- 4. Change to Urban Forestry Council's Meeting Schedule and Consolidation of Committees.** Council members will discuss changing the number of Committee and Council meetings and/or consolidation of Committees and may vote to recommend changing the Bylaws (Discussion and Possible Action)

Sponsor and Presenter: Terry Milne, Chair

- 5. Council Secretary Report. New Ethics Commission Requirements.** (Explanatory Documents: New Regulations on Gifts from Restricted Sources and Subordinates (PDF) <http://web1.sfgov.org/site/uploadedfiles/GiftsfromRestrictedSources.pdf> and Statement of Incompatible Activities (Word) <http://web1.sfgov.org/site/uploadedfiles/SIA070907.doc>) (Informational Report and Discussion).

- 6. Staff Report.** Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

7. Committee Reports:

- Funding Committee, Chair,
A report will be presented on the July 3 Funding Committee Meeting. The next meeting will be on September 4, 2007 at 12:00 p.m. at 11 Grove Street.
- Planning & Policy Committee, Chair, Carla Short
A report will be presented on the July 18 Planning & Policy Committee Meeting. The next meeting will be on August 16, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss
The July 10 meeting was cancelled due to a lack of quorum. The next meeting will be on August 14, 2007 at 4:00 p.m. at City Hall, Room 421.

- 8. Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

9. New Business (Information and Discussion).

10. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

11. Adjournment

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-

7854; E-mail: soff@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage: www.sfenvironment.com/; or, upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Posted: July 19, 2007



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE: July 27, 2007

ITEM NO. 3

URBAN FORESTRY COUNCIL

AGENDA PACKET CONTENTS LIST*

☒ Alert, Parking versus Trees

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This list reflects the explanatory documents provided.

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone: (415) 355-3709; Fax: 554-6393; E-mail: SFUrbanForestCouncil@sfgov.org

S.F. parking plan riles transit backers

Initiative to increase parking is met with resistance; foes see it as a reversal of years of successful public-transit planning.

Alexandria Rocha, The Examiner

2007-07-03 10:00:00.0

Current rank: # **278** of 8,282

SAN FRANCISCO -

An initiative to increase the number of parking spaces in San Francisco has public-transit advocates furious, while supporters say it will help drivers and small-business owners as parking becomes more of a hassle.

Supporters claim the initiative, sponsored by the San Francisco Council of District Merchants Associations, prepares The City for an expected influx of vehicles during the next five years. Opponents, however, say it would reverse 30 years of successful public-transit planning and squeeze out areas dedicated to pedestrians, bicyclists and buses.

Specifically, the 61-page ordinance, formally called the "Parking for Neighborhoods Initiative," would allow developers to build a minimum of three parking spaces for every four units in downtown San Francisco. Currently, developers are allowed to build one parking space for every four units.

The initiative would also require developers to build one parking space for each unit throughout the rest of The City and allow property owners to build parking spaces — even if bus stops, bicycle lanes or trees are in the way. Additionally, the measure requires a minimum number of spaces for low-emission and hybrid vehicles.

The measure would reverse a long-standing trend in San Francisco toward decreasing the amount of parking spaces. Both public-transit advocates and car-friendly backers say they have been battling for their respective interests for decades.

"We've added millions of square feet of office buildings and tens of thousands of jobs in downtown and have done so by increasing transit ridership," said Tom Radulovich, executive director of Livable City.

In the last few years, Radulovich said downtown San Francisco has thrived as a mecca for retail without a significant amount of new space for parking. The Westfield Shopping Center, for example, opened without additional parking and still attracts thousands of shoppers each day.

Supporters of the initiative, however, say it will actually assist in the effort by getting cars off the streets and into parking structures. Jim Ross, a political consultant for the campaign, said the measure is an attempt to face the reality that more vehicles will be in San Francisco over the next few years.

"We can't force a carless culture when the average household in San Francisco owns almost two cars," he said.

The initiative is likely heading to the ballot in November. Ross said the measure needs a little more than 10,300 signatures to make it on the ballot, and supporters have already collected more than 12,000.

Making a case for parking

A new initiative altering the San Francisco Planning Code with regards to parking in

The City is headed for the November ballot. Here are some of its proposals:

- » Divides The City into four planning "quadrants" that correspond with the Metropolitan Transportation Commission's "superdistricts."
- » Allows developers to build three parking spaces for every four units in downtown.
- » Requires developers to build one parking space for every residential unit throughout The City.
- » Allows property owners to build at least one parking space regardless of bus stops, bicycle lanes or trees that may be in the way.
- » Expands the distance in which "off-site" parking can be built for a unit from 600 feet to 1,000 feet away.
- » Requires a certain number of parking spaces for structures with 25 or more units to be dedicated for low-emission or hybrid vehicles.

- Source: *Parking for Neighborhoods Initiative*

arocha@examiner.com

Do you think The City needs more parking?

Downtown's sneaky parking plan

A measure would prohibit programs to make the city's mean streets safer for all of us

By Tom Radulovich

OPINION Two years ago this week, the mayors of many of the world's largest cities gathered in San Francisco for World Environment Day and pledged to make their cities more livable and sustainable places.

San Francisco justly prides itself on being an environment-minded city made of diverse and livable neighborhoods. Thanks in large part to the city's historic neighborhoods, designed around walking and public transit, San Franciscans generate fewer greenhouse gas emissions per capita than residents of any city in the country except New York.

Unfortunately, one of the most environmentally unfriendly measures to come along in a decade may be headed to the ballot. A shadowy coalition of downtown interests is gathering signatures for a measure, the brainchild of Republican financier Don Fisher, that would impose a one-size-fits-all parking "solution" on San Francisco's distinct neighborhoods while removing protections for pedestrians, cyclists, and public transit from the city's Planning Code.

This measure, blandly titled the Parking for Neighborhoods Initiative, threatens to reverse decades of progress toward a sustainable and livable San Francisco.

If this measure becomes law, it will negate the ability of neighborhoods to plan their own future, to provide affordable housing options, and to make their streets safe and livable. It

will, in a stroke, overturn many years' worth of neighborhood-based planning efforts, from downtown and South of Market through Hayes Valley and the Mission to Balboa Park.

Reduced-parking requirements, limitations on creating new parking spaces, have become a useful tool for decreasing traffic congestion, encouraging walking, cycling, and public transit use, and making housing more affordable in the city's most dense and transit-rich neighborhoods. The city's Downtown Plan, adopted in the 1980s, encouraged the area to grow as a diverse commercial, industrial, and residential district, oriented to transit rather than the automobile.

Many neighborhoods may not choose reduced-parking requirements, but where they fit, residents have embraced them as a way to preserve their neighborhoods' livability, character, and affordability. Nearly a third of San Francisco households live without a car. A UC Berkeley study showed that units without parking spaces are affordable to twice as many households as units with them.

The measure would also prohibit programs to make San Francisco's mean streets safer places for all of us, particularly children, elders, and the disabled. It arrogantly asserts the right of developers to cut new driveways and garage entrances wherever they want, regardless of the number of pedestrians, cyclists, and Muni riders who would be inconvenienced or even endangered.

Proponents of the measure are trying to give it a green gloss, invoking provisions about car sharing and low-emission vehicles. Don't be fooled — this ill-conceived measure will make our city less sustainable, less livable, less affordable, and less safe. Don't sign the petition! *

Tom Radulovich is executive director of Livable City (www.livablecity.org).

Wednesday June 6, 2007

SAN FRANCISCO -

Anyone who has spent even a short weekend in San Francisco knows that when it comes to finding parking, drivers are often driven to distraction.

Downtown, in the Marina, in the Mission or even the Inner Sunset, parking has become as elusive as reasoned political debate. And it's not an illusion — the California Department of Transportation estimates that San Francisco has lost 10,000 parking spaces in the last seven years.

That will explain why a measure to increase the number of parking spots, particularly in commercial residential areas, is cruising toward the ballot. A coalition of neighborhood groups and small-business organizations are pushing the parking initiative and started gathering the 10,500 signatures this week needed to get the measure qualified.

And as with anything related to cars and parking in San Francisco, the initiative is certain to be controversial — especially since supervisors last year reduced the parking ratio in the downtown area on new developments. City Hall sources said that when Board of Supervisors President Aaron Peskin got wind of the campaign, he went apoplectic, threatening several people with a promise that he would "downzone" Mission Bay if the parking measure went forth.

Yet the rancor that may greet the initiative in some quarters will likely be diminished by a practical reality. Residents and business owners list the lack of parking as one of their

major complaints in city surveys, and backers of the initiative say early polling indicates that the plan is about as popular as the Care Not Cash welfare reform measure that passed a few years back with 60 percent of the vote.

Jordanna Thigpen, vice president of the Small Business Commission, said the lack of parking has become more like a civic mantra since she joined the panel four years ago.

"I'm a big supporter of reducing energy consumption," said Thigpen, who does not own a car. "But there has to be some orderly retreat from that position and that's what this measure does.

"The fact is, we still need practical measures to help those people who have cars. I may not own one, but if I had two kids under the age of 5, was a senior or was disabled, I know I would want a car. These are all constituents in The City and some of them need cars."

The parking initiative would allow property owners of buildings up to four units to add at least one parking stall and would require developers to construct a minimum of one parking space for each unit they build outside of The City's downtown area, which is roughly defined as Van Ness Avenue to the Embarcadero. The measure would also allow developers to build a minimum of three parking space for every four housing units in the downtown area.

The measure would also make it easier for homeowners to build garages for their houses as long as their design meets city planning requirements. And it would also encourage the use of hybrid cars and car-sharing services such as Zip Car by requiring developers to set aside spaces for alternative fuel vehicles.

"You are certainly not going to solve the parking problem with one ballot initiative," said political consultant Jim Ross, who is heading the campaign. "But at least you can try to address some of the issues.

"This doesn't give developers carte blanche to build an extreme amount of parking, it's just a common-sense measure to create reasonable parking requirements. People like the idea that they have a place to park their cars, and for businesses, there's a whole deeper economic goal there."

San Francisco's "transit first" policy has been the doctrine driving parking policy in recent years, but Muni's woes are among the reasons people won't give up their cars. According to a recent American Community Survey, nearly 90 percent of San Francisco homeowners have cars, and 50 percent of them have two or more cars.

"The reality is that people aren't giving up their cars despite The City's transit-first policy," said Jim Maxwell, president of the San Francisco Council of District Merchants Associations. "If we can guarantee minimum levels of parking, it will be better for all of us."

Backers of the measure have until mid-July to gather the signatures to qualify it for the ballot. Initial meetings with business owners and neighborhood groups seem to indicate that the proposal has enthusiastic support, but it has yet to face the anti-car groups that drive much of San Francisco's parking and traffic policies.

In most big cities parking is a practical issue, not a political one, but practicality here is often as scarce as a coveted parking space.

Ken Garcia's column appears Tuesdays, Thursdays and weekends in The Examiner. E-mail him at kgarcia@examiner.com or call him at (415) 359-2663.



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE: July 27, 2007

ITEM NO. 5

URBAN FORESTRY COUNCIL

AGENDA PACKET CONTENTS LIST*

☒ Ethics Commission - New Regulations on Gifts from Restricted Sources and Subordinates

☒ Statement of Incompatible Activities - Ethics Commission

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***This list reflects the explanatory documents provided.**

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone: (415) 355-3709; Fax: 554-6393; E-mail: SFUrbanForestCouncil@sfgov.org



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

SUSAN J. HARRIMAN
CHAIRPERSON

EMI GUSUKUMA
VICE-CHAIRPERSON

EILEEN HANSEN
COMMISSIONER

JAMIEENNE S. STUDLEY
COMMISSIONER

CHARLES L. WARD
COMMISSIONER

JOHN ST. CROIX
EXECUTIVE DIRECTOR

Date: June 27, 2007

To: Honorable Elected Officials
Members of Boards and Commissions
Department Heads

From: John St. Croix
Executive Director

A handwritten signature in black ink, appearing to be "John St. Croix", written over the "From:" line.

Re: New regulations regarding gifts from restricted sources and gifts from subordinates

Effective July 13, 2007, all City officers and employees will be subject to new regulations governing gifts from restricted sources and gifts from subordinates. This memorandum provides a brief discussion of the new regulations; the text of local laws and regulations governing gifts is set forth in the attached document.

What is the rule on gifts from restricted sources?

Under section 3.216 of the San Francisco Campaign and Governmental Conduct Code, no officer or employee may solicit or accept any gift from a person who the officer or employee knows or has reason to know is a restricted source. The law, which took effect in January 2007, requires the Ethics Commission to adopt implementing regulations, including regulations to exempt voluntary gifts that are nominal in value.

What is a restricted source?

A restricted source is a person or entity that falls into one of two categories:

1. A restricted source is any person who does business with or seeks to do business with the department of the officer or employee. "Doing business" means entering into or performing pursuant to a contract with the department of the officer or employee. Thus, for example, if ABC Flowers has a contract to provide flowers to the Ethics Commission, no officer or employee of the Ethics Commission may solicit or accept a gift from ABC Flowers, unless the gift falls into one of the exceptions described below.
2. A restricted source is also any person who during the past 12 months knowingly attempted to influence the particular officer or employee in any legislative or administrative action. This means that the person either has contacted or appeared before, or has taken other steps to influence the officer or employee. "Intent to influence" means any communication made to support, promote,

influence, modify, oppose, delay or advance a governmental decision. However, under the regulations, the following communications are not made with the "intent to influence": routine requests for information, comments that are made as a panelist or speaker, comments made in a general informational meeting, public comments, or communications that involve an action that is solely ministerial, secretarial, manual or clerical. Thus, for example, a Form 700 Statement of Economic Interests ("SEI") filer who asks Ethics Commission staff where to obtain the Form 700 is not a restricted source; a Form 700 SEI filer who during the past 12 months requested a waiver of late fines is a restricted source.

Are there exceptions to the ban on gifts from restricted sources?

Yes. There are several exemptions, the most notable of which are listed below. Please note, however, that other laws may prohibit or limit employees and officers from receiving certain gifts. For more information about these laws, see the Manual on Governmental Ethics Laws, available online at sfgov.org/ethics and from the Ethics Commission.

1. Voluntary gifts, other than cash, with an aggregate value of \$25 or less per occasion. However, this exception is limited to no more than four occasions per year. In addition, if the restricted source is a source of gifts that must be reported on an officer or employee's Form 700, the officer or employee must report such gifts if they total \$50 or more in a calendar year.
2. Voluntary gifts of food or drink, regardless of value, to be shared in the office among officers and employees.
3. Free attendance at a widely attended convention, conference, seminar or symposium. This may include waiver of all or part of a conference fee, the provision of local transportation, the provision of food, refreshments, entertainment or instructional materials furnished to all attendees, or attendance at "meet and greet" events and meals offered in connection with the event where networking opportunities may enable the officer or employee to establish working relationships that may inure to the benefit of the City.

What is the ban on gifts from subordinates?

Generally, no officer or employee may solicit or accept any gift from a subordinate or a candidate or applicant for a position as an employee or subordinate under the officer or employee. There are exemptions to this rule, which are set forth in Regulation 3.216(c)-1. Under the new regulation, a supervisor may accept a gift, other than cash, with an aggregate value of \$25 or less per occasion, given on occasions on which gifts are traditionally given, such as birthdays or certain holidays.

What should you do if you have questions?

Contact the Ethics Commission by calling 415.252.3100, or emailing ethics.commission@sfgov.org, or writing to us at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102.

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San Francisco Campaign and Governmental Conduct Code sections regarding Gifts

SEC. 3.216. GIFTS.

(a) **Prohibition on Bribery.** No person shall offer or make, and no officer or employee shall accept, any gift with the intent that the City officer or employee will be influenced thereby in the performance of any official act.

(b) **General gift restrictions.** In addition to the gift limits imposed by California Government Code section 89503, section 3.1-101 of the Campaign and Governmental Conduct Code and any subsequent amendments to those sections, no officer or employee of the City and County shall solicit or accept any gift from a person who the officer or employee knows or has reason to know is a restricted source.

(1) **Restricted Source.** For purposes of this section, a restricted source means: (A) a person doing business with or seeking to do business with the department of the officer or employee; (B) any person who during the prior 12 months knowingly attempted to influence the officer or employee in any legislative or administrative action.

(2) **Gift.** For purposes of this subsection, the term gift has the same meaning as under the Political Reform Act, California Government Code section 81000 et. seq., and the regulations adopted thereunder, including any subsequent amendments. Gifts exempted from the limits imposed by California Government Code section 89503 and section 3.1-101 of the Campaign and Governmental Conduct Code shall also be exempted from the prohibition set forth in this subsection

(3) **Regulations.** The Ethics Commission shall issue regulations implementing this section, including regulations exempting voluntary gifts that are nominal in value such as gifts that are given by vendors to clients or customers in the normal course of business. **Adjustment of gift limits.** The Ethics Commission is authorized to adjust annually the gift limits imposed by this section to reflect changes in the California Consumer Price Index.

(c) **Gifts from Subordinates.** No officer or employee shall solicit or accept any gratuity in money or other valuable thing, either directly or indirectly, from any subordinate or employee or from any candidate or applicant for a position as employee or subordinate under him or her. The Ethics Commission shall issue regulations implementing this Section, including regulations exempting voluntary gifts that are given or received for special occasions or under other circumstances in which gifts are traditionally given or exchanged.

(d) **Gifts of Travel.**

(1) **Gifts to Elected Officers.** In addition to the gift limits and reporting requirements imposed by the Political Reform Act and this Code, no elected officer may accept a gift of transportation, lodging, or subsistence for any out-of-state trip paid for in part by an entity other than the City and County of San Francisco, another governmental body, or a bona fide educational institution, defined in Section 203 of the Revenue and taxation Code, unless the officer has first disclosed on a form filed with the Ethics Commission: (A) the name of the entity and the total amount that will be paid by the entity to fund the trip, including but not limited to the amount directly related to the cost of the elected officer's transportation, lodging, and subsistence;

(B) the name, occupation and employer of any contributor who has contributed more than \$500 to the entity funding the trip and whose contributions were used in whole or in part to fund the trip;

(C) a description of the purpose of the trip and the itinerary; and

(D) the name of any individual accompanying the official on the trip who is:

(i) a City employee required to file a Statement of Economic Interests,

(ii) a lobbyist or campaign consultant registered with the Ethics Commission,

(iii) an employee of or individual who has any ownership interest in a lobbyist or campaign consultant registered with the Ethics Commission, or

(iv) an employee or officer of the entity that will pay for the gift of transportation, lodging, or subsistence.

(2) Gifts to the City. In addition to any other reporting requirements imposed by the Political Reform Act or local law, an elected officer shall file a form with the Ethics Commission disclosing the information required under subsections (d)(1)(A)-(D) of this Section before accepting a gift of transportation, lodging, or subsistence for any out-of-state trip paid for by the City in whole or in part with funds donated from an entity other than another governmental body or a bona fide educational institution, as defined in Section 203 of the Revenue and taxation Code.

(3) Reimbursement of Gifts of Travel. In addition to any other reporting requirements imposed by the Political Reform Act or local law, an elected officer who reimburses an entity for a gift of transportation, lodging or subsistence related to out-of-state travel in order to avoid having received or accepted the gift shall file a form with the Ethics Commission within 30 days of such reimbursement disclosing:

(A) the name of the entity that originally paid for the transportation, lodging or subsistence;

(B) the amount paid by the entity for the elected officer's transportation, lodging or subsistence;

(C) the amount reimbursed by the elected officer to the entity and the process used to determine the fair-market value of that amount; and

(D) a description of the purpose of the trip and the itinerary.

(4) Format. The Ethics Commission shall provide forms for the disclosure required by this subsection and shall make the completed forms available on its website.

(5) Definition. For the purpose of this subsection, the term "elected officer" means the Mayor, member of the Board of Supervisors, City Attorney, District Attorney, Public Defender, Treasurer, and Sheriff.

(e) **Additional Restrictions.** Nothing in this Section shall prohibit a City department, agency, board or commission from imposing additional gift restrictions on its officers or employees.

(Added by Proposition E, 11/4/2003; Ord. 128-06, App. 6/22/06; Ord. 301-06, App. 12/18/06.)

Regulations Regarding Gifts from Restricted Sources and Subordinates
(Effective July 13, 2007)

Regulation 3.216(b)-1. Gifts from Restricted Sources – Definition of “doing business” with the department

As used in section 3.216(b)(1), “doing business” with the department of the officer or employee means entering into or performing pursuant to a contract with the department of the officer or employee. “Doing business” does not include the receipt of or payment for services normally rendered by the City to residents and businesses such as sewer service, water and power, street maintenance and the like or providing a grant to a City department.

Regulation 3.216(b)-2. Gifts from Restricted Sources – Definition of “knowingly attempted to influence the officer or employee in any legislative or administrative action”

Except as provided below, “knowingly attempted to influence the officer or employee in any legislative or administrative action,” as used in section 3.216(b)(1), means the person has contacted or appeared before the employee or officer with an intent to influence a decision of the employee or officer, or the person otherwise has attempted to influence the officer or employee. The phrase “intent to influence” means any communication made for the purpose of supporting, promoting, influencing, modifying, opposing, delaying or advancing a governmental decision. Notwithstanding the foregoing, the following shall not be deemed to be an intent to influence an officer or employee in any legislative or administrative action for the purposes of section 3.216(b)(1): communications that (a) involve only routine requests for information such as a request for publicly available documents; (b) are made as a panelist or speaker at a conference or similar public event for educational purposes or to disseminate research and the subject matter does not pertain to a specific action or proceeding; (c) are made while attending a general informational meeting, seminar, or similar event; (d) are made to the press; (e) involve an action that is solely ministerial, secretarial, manual or clerical; or (f) constitute oral or written public comment that becomes part of the record of a public hearing.

Regulation 3.216(b)-3. Gifts from Restricted Sources – Definition of department

(a) As used in section 3.216(b) the term “department” shall mean:

- (1) The department, board, commission, office or other unit of government for which a City officer or employee directly serves;
- (2) Any department, board, commission, office or other unit of government to which an officer or employee is loaned;
- (3) Any other department, board, commission, office or other unit of government subject to the direction and control of the department for which a City officer or employee directly serves.

(b) The following factors shall be used to determine the department for which a City officer or employee directly serves:

- (1) what government unit controls the budget, personnel and other operations related to the officer or employee's position;

- (2) where the officer or employee's position is listed in the City's conflict of interest code (Article III, Chapter 1 of the San Francisco Campaign and Governmental Conduct Code);
- (3) whether the law creating a department suggests that it is a separate entity; and
- (4) any other factors the Ethics Commission deems relevant.

Regulation 3.216(b)-4. Definition of person

(a) For the purposes of section 3.216(b), the term "person" shall mean any individual, partnership, corporation, association, firm, committee, club or other organization or group of persons, however organized.

(b) A person shall not be deemed a restricted source solely because that person is employed by a restricted source, provided that the gift is neither paid for by the employer nor provided at the direction of the employer.

(c) A person shall not be deemed a restricted source solely because that person employs a restricted source, except that the employer shall be deemed a restricted source if the employee is doing business or seeking to do business with the department or attempting to influence the employee or officer either:

- (1) at the direction of the employer;
- (2) in connection with his or her duties as an employee, or
- (3) regarding a matter that will achieve, defeat, aid or hinder a goal or purpose that the employee is required or expected to achieve, defeat, aid or hinder in the course of employment.

Regulation 3.216(b)-5. Gifts from Restricted Sources—Exemptions

The following are not gifts subject to the ban in section 3.216(b).

(a) Voluntary gifts, other than cash, with an aggregate value of \$25 or less per occasion, provided that no officer or employee may receive gifts from any restricted source under this exception on more than four occasions during a calendar year.

(b) Voluntary gifts, of food and drink, without regard to value, to be shared in the office among officers and employees.

(c) Free attendance at a widely attended convention, conference, seminar, or symposium where attendance is appropriate to the official duties of the officer or employee and the donor provides the free attendance voluntarily.

(1) "Free attendance" may include waiver of all or part of a conference or other fee, the provision of local transportation, or the provision of food, refreshments, entertainment or instructional material furnished to all attendees as an integral part of the event. "Free attendance" may also include attendance at meet-and-greet or hospitality sessions and meals offered in connection with the convention, conference, seminar, or symposium where networking or discussion opportunities may enable the officer or employee to establish working relationships that may inure to the benefit of the City. The term does not include entertainment collateral to the event.

(2) A "widely attended" event is an event that is open to individuals from throughout a given industry or profession, or an event that is open to individuals who represent a range of persons interested in a given matter.

(3) An officer or employee who attends such an event may not accept a sponsor's offer of free attendance at the event for an accompanying individual.

(d) Voluntary meals from a member of the investment, financial, or banking community provided to officers and employees who are responsible for managing investments or debt obligations on behalf of the City, provided that (i) such meals are necessary to discuss City investments or financial transactions in order to cultivate and maintain working relationships between the City and the investment, financial, or banking community; (ii) management of the City's investments or debt is discussed during the meal; and (iii) the person providing the meal is not negotiating a contract with the department of the officer or employee. For the purpose of this subsection, "investment, financial, or banking community" includes investment managers; firms that market and sell municipal securities in the tax-exempt and taxable markets including entities that support financing transactions such as bond insurers, rating agencies, credit banks, bond and disclosure counsel, financial advisors, feasibility consultants and trust agents; the custodian bank; and consultants who contract to assist the business of the retirement trust. For the purposes of this subsection, "negotiating a contract" means communicating with the department of the officer or employee regarding a proposal to adopt or change a material term of an existing or prospective contract. A person is "negotiating a contract" from the date that the person or the department makes the proposal until the date of the approval of the contract or the date that the person or the department communicates to the other party that negotiations for the contract have terminated.

(e) Voluntary meals or vessel boardings or vessel trips that do not extend overnight from a member of the maritime industry provided to officers and employees who are responsible for managing the Port's maritime commerce portfolio, provided that (i) such meals or vessel boardings or trips are necessary to cultivate and maintain working relationships between the Port and the maritime industry; (ii) management of the Port's maritime commerce portfolio is discussed during the meal, vessel boarding or trip; and (iii) the person providing the meal, or vessel boarding or trip is not negotiating a contract with the Port at the time of the meal or vessel boarding or trip. For the purposes of this subsection, "maritime industry" means individuals and entities engaged in: cruise and cargo shipping; ship repair; commercial and sport fishing; ferry and excursion operations; harbor services such as pilots, tugboats, barges, water-taxis, lay-berthing and other ship services; terminal management; stevedoring and longshore labor; facility and ship security. "Managing the Port's maritime commerce portfolio" includes: managing and marketing the Port to the maritime industry; promoting Port maritime facilities to potential and existing customers; ensuring compliance with federal security mandates and providing environmental stewardship; and operating the City's cruise and cargo terminals, ferry terminals, shipyards and dry-docks, Fisherman's Wharf and Hyde Street commercial fishing harbors, excursion terminals and harbor service facilities for pilots, tugboats, barges, water-taxis, lay-berthing and other ship services. For the purposes of this subsection, "negotiating a contract" means communicating with the Port regarding a proposal to adopt or change a material term of an existing or prospective contract. A person is "negotiating a contract" from the date that the person or the Port makes the proposal until the date of the approval of the contract or the date that the person or the Port communicates to the other party that negotiations for the contract have terminated.

(f) . Voluntary meals from a member of the aviation industry provided to officers and employees who are responsible for managing and marketing the Airport to the aviation industry, provided that (i) such meals are necessary to cultivate and maintain working relationships between the Airport and aviation industry representatives; (ii) the aviation industry's business relationship with the Airport is discussed during the meal; and (iii) the person providing the meal is not, at the time of the meal, negotiating contract benefits on terms that the Airport does not otherwise offer to all similarly situated airlines currently under contract with the Airport. For the purposes of this subsection, "aviation industry" means individuals and entities engaged in: air cargo shipping; general and business aviation and commercial airlines; air tourism; airline service related associations and agencies; joint marketing programs with non-competitive airports to enhance air service to the public; and facility and airline security. "Managing and marketing the Airport " includes: managing and marketing the Airport to the aviation industry; promoting Airport facilities to potential and existing customers; ensuring compliance with federal security mandates and providing environmental stewardship; and operating the Airport's airfield, facilities and terminals. For the purposes of this subsection, "negotiating contract benefits" means communicating with the Airport regarding a proposal to adopt or change a material term of an existing or prospective contract to include commercial benefits that the Airport does not otherwise offer to all similarly situated airlines currently under contract with the Airport. A person is "negotiating contract benefits" from the date that the Airport considers the proposal until the date of the approval of the contract or the date that the Airport communicates to the other party that negotiations for the contract benefits have terminated.

Example: A restricted source sends five pizzas to a department as a goodwill gesture. Because this is a gift to the office, staff may share the pizza.

Example: A restricted source sends two opening day Giants ballgame tickets to a staff person. The staff person may not accept the tickets because their value exceeds \$25.

Example: A restricted source sends a baseball cap to the department head. The department head may accept the baseball cap because its value is \$25 or less, provided that the department head has not already accepted gifts with a value of \$25 or less from the restricted source on four occasions during the calendar year.

Example: Staff of a department are invited to a morning training event that is sponsored by a restricted source. Staff who attend the session may accept food and beverages that are offered at the event such as coffee, tea, juice, pastry or bagels, because their value do not exceed \$25, provided that such staff has not already accepted such food and beverages from the restricted source on four occasions during the calendar year.

Example: Staff of a City department are invited to attend a forum on best practices in the industry that is sponsored by a restricted source. At this conference, staff may accept food, refreshments, entertainment or instructional material furnished to all attendees as an integral part of the event.

Regulation 3.216(c)-1: Gifts from Subordinates

(a) Prohibition on gifts.

(1) For the purposes of section 3.216(c), a City officer or employee may not solicit or accept from a subordinate employee any gift, as defined in subsection (b) of this section.

(2) Gifts permitted under this section remain subject to any other applicable laws and rules, including but not limited to state and local limits on gifts to designated employees (Cal. Gov't Code § 89503; C&GCC § 3.1-101), the City's prohibition on gifts given in exchange for appointments or promotions (C&GCC § 3.208), and the City's prohibition on bribery (C&GCC § 3.216); the City's limits on gifts from restricted sources (C&GCC § 3.216); the City's limits on gifts from lobbyists (C&GCC § 2.115), and any departmental rules on gifts.

(b) Definitions. For purposes of this section, the following definitions shall apply:

(1) Applicant or candidate. An applicant or candidate for a position as a subordinate means any person who has communicated, orally or in writing, to a City officer or employee acting in an official capacity, that the person wants to be considered for the position.

(2) Gift.

(A) Except as provided in (B), a gift is any payment that confers a personal benefit on the recipient to the extent that consideration of equal or greater value is not received and includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to official status.

(B) The following, voluntarily given, are not gifts within the meaning of this section.

- (i) Gifts, other than cash, with an aggregate value of \$25 or less per occasion, given on occasions on which gifts are traditionally given.
- (ii) Gifts, such as food and drink, without regard to value, to be shared in the office among employees.
- (iii) Personal hospitality provided at a residence that is of a type and value customarily provided by the employee to personal friends.
- (iv) Items given in connection with the receipt of personal hospitality if of a type and value customarily provided by the employee on such occasions.
- (v) A gift of any value given in recognition of an occasion of special personal significance.
- (vi) A gift of any value given in recognition of an occasion that terminates a subordinate relationship.
- (vii) Informational material that serves primarily to convey information and which is provided for the purpose of assisting the recipient in the performance of his or her official duties and may include books, reports, pamphlets, calendars, or periodicals.
- (viii) Gifts from an individual's spouse, domestic partner, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse or domestic partner of any such person, provided that a gift from any such person shall be considered a gift if the

- donor is acting as an agent or intermediary for any person not covered by this paragraph.
- (ix) Campaign contributions required to be reported under the Government Code, Title 9, Chapter 4 (commencing with Section 84100) and the Campaign and Governmental Conduct Code, Article I (commencing with Section 1.100).
 - (x) Any devise or inheritance.
 - (xi) Personalized plaques and trophies with an individual value of less than two hundred fifty dollars (\$250).
 - (xii) A gift that, within 30 days of receipt of the gift, the donor either pays for, returns unused, or donates unused to a government or a nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code without being claimed as a charitable contribution for tax purposes.
 - (xiii) A ticket to a fundraiser for an organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code or for a political committee or candidate.
 - (xiv) A gift given directly to members of the immediate family of an officer or employee, provided that the gift is not used or disposed of by the officer or employee or given to the officer or employee by the recipient family member for the officer's or employee's disposition or use at the discretion of the officer or employee. A gift is given directly to a family member of the officer or employee if the family member's name or designation appears in the address or communication tendering or offering the gift and the gift is intended for the family member's use and enjoyment. A gift given to the family member of an officer or employee will be considered a gift to the officer or employee if the officer or employee exercises discretion and control over who will use the gift. If the officer or employee enjoys a direct benefit from a gift to the immediate family of the officer or employee, the full value of the gift will be attributable to the official.
- (1) Occasion on which gifts are traditionally given. An occasion on which gifts are traditionally given includes any holiday traditionally associated with gift giving, such as Christmas and Chanukah, as well as birthdays or thanking a person for a kindness or good deed.
 - (2) Occasion of special personal significance. An occasion of special personal significance is any occasion that does not typically occur on a regular basis and that is of personal significance to the recipient of the gift, as opposed to a general holiday or recurring event such as a birthday. Examples of such an event include marriage, birth or adoption of a child, graduation or illness.
 - (3) Occasion that terminates a subordinate relationship. An occasion that terminates a subordinate relationship is any event severing the relationship, including but not limited to retirement, transfer, or promotion.
 - (4) Receipt of gift. A gift is received when a person exercises control over the gift.
 - (5) Subordinate employee. An employee is a subordinate employee of any person whose official City responsibilities include directing or evaluating the performance of the employee or any of the employee's supervisors.
 - (6) Value. The value of a gift is determined by the actual value or where the actual value is unknown, making a reasonable good faith estimate of the fair market value of the item or service, comparing where possible similar items or services.

- (7) Voluntarily. A gift is given voluntarily if it is given freely, without pressure or coercion. A contribution to a gift from multiple persons is given voluntarily if it is made in an amount determined by the employee or subordinate. A contribution to a gift from multiple persons will be presumed to have been given voluntarily if the request for the donation includes a statement that an employee may choose to contribute less or not at all.

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COMMISSION ON THE ENVIRONMENT AND DEPARTMENT OF THE ENVIRONMENT
STATEMENT OF INCOMPATIBLE ACTIVITIES

I. INTRODUCTION

This Statement of Incompatible Activities is intended to guide officers and employees of the Department of the Environment ("Department"), the Commission on the Environment ("Commission"), the Urban Forest Council ("Council"), and the Biodiesel Access Task Force ("Task Force") about the kinds of activities that are incompatible with their public duties and therefore prohibited. For the purposes of this Statement, and except where otherwise provided, "officer" shall mean the executive director ("director") and a member of the Commission, Council, or Task Force; and "employee" shall mean all employees of the Department.

This Statement is adopted under the provisions of San Francisco Campaign & Governmental Conduct Code ("C&GC Code") section 3.218. Engaging in the activities that are prohibited by this Statement may subject an employee or officer to discipline, including possible termination of employment or removal from office, as well as to monetary fines and penalties. (C&GC Code § 3.242; Charter § 15.105.) Before an employee or officer is subjected to discipline or penalties for violation of this Statement, the employee or officer will have an opportunity to explain why the activity should not be deemed to be incompatible with his or her City duties. (C&GC Code § 3.218.) Nothing in this document shall modify or reduce any due process rights provided pursuant to the employee's collective bargaining agreement.

In addition to this Statement, employees and officers are subject to Department policies and State and local laws and rules governing the conduct of public employees and officers, including but not limited to:

- The Political Reform Act, California Government Code § 87100 *et seq.*;
- California Government Code § 1090;
- The San Francisco Charter;
- San Francisco Campaign and Governmental Conduct Code;
- San Francisco Sunshine Ordinance; and
- Applicable Civil Service Rules.

Nothing in this Statement shall exempt any employee or officer from applicable provisions of law, or limit his or her liability for violations of law. Examples provided in this Statement are for illustration purposes only, and are not intended to limit application of this Statement. Nothing in this Statement shall interfere with the rights of employees under a collective bargaining agreement or Memorandum of Understanding applicable to that employee.

Nothing in this Statement shall be construed to prohibit or discourage any City officer or employee from bringing to the City's and/or public's attention matters of actual or perceived malfeasance or misappropriation in the conduct of City business, or from filing a complaint alleging that a City officer or employee has engaged in improper governmental activity by violating local campaign finance, lobbying, conflicts of interest or governmental ethics laws, regulations or rules; violating the California Penal Code by misusing City resources; creating a specified and substantial danger to public health or safety by failing to perform duties required by the officer or employee's City position; or abusing his or her City position to advance a private interest.

No amendment to any statement of incompatible activities shall become operative until the City and County has satisfied the meet and confer requirements of State law and the collective bargaining agreement.

If an employee has questions about this Statement, the questions should be directed to the employee's supervisor or to the director. Similarly, questions about other applicable laws governing the conduct of public employees should be directed to the employee's supervisor or the director, although the supervisor or director may determine that the question must be addressed to the Ethics Commission or City Attorney. Employees may also contact their unions for advice or information about their rights and responsibilities under these and other laws.

If a City officer has questions about this Statement, the questions should be directed to the officer's appointing authority, the Ethics Commission or the City Attorney.

II. MISSION OF THE DEPARTMENT OF ENVIRONMENT

SF Environment's mission is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term well being. SF Environment does this by developing innovative, practical and wide-ranging environmental programs, fostering groundbreaking legislation, and educating the public by providing comprehensive and easily accessible information on a wide range of sustainable practices. *See* City Charter § 4.118; S.F. Environment Code, Ch. 1-17.

III. RESTRICTIONS ON INCOMPATIBLE ACTIVITIES

This section prohibits outside activities, including self-employment, that are incompatible with the mission of the Department. Under subsection C, an employee or officer may seek an advance written determination whether a proposed outside activity that is not expressly prohibited by subsections A or B of this section is incompatible and therefore prohibited by this Statement. Outside activities other than those expressly identified here may be determined to be incompatible and therefore prohibited. For an advance written determination request from an employee, if the director delegates the decision-making to a designee and if the designee determines that the proposed activity is incompatible under this Statement, the employee may appeal that determination to the director.

A. RESTRICTIONS THAT APPLY TO ALL EMPLOYEES AND OFFICERS

1. ACTIVITIES THAT CONFLICT WITH OFFICIAL DUTIES.

No employee or officer may engage in an outside activity (regardless of whether the activity is compensated) that conflicts with his or her City duties. An outside activity conflicts with City duties when the ability of the employee or officer to perform the duties of his or her City position is materially impaired. Outside activities that materially impair the ability of an employee or officer to perform his or her City duties include, but are not limited to, activities that disqualify the employee or officer from City assignments or responsibilities on a regular basis.

2. ACTIVITIES WITH EXCESSIVE TIME DEMANDS.

Neither the director nor any employee may engage in outside activity (regardless of whether the activity is compensated) that would cause the director or employee to be absent from his

or her assignments on a regular basis, or otherwise require a time commitment that is demonstrated to interfere with the director or employee's performance of his or her City duties.

Example. An employee who works at the Department's front desk answering questions from the public wants to take time off every Tuesday and Thursday from 2:00 to 5:00 to coach soccer. Because the employee's duties require the employee to be at the Department's front desk during regular business hours, and because this outside activity would require the employee to be absent from the office during regular business hours on a regular basis, the director or his/her designee may, pursuant to subsection C, determine that the employee may not engage in this activity.

3. ACTIVITIES THAT ARE SUBJECT TO REVIEW BY THE DEPARTMENT

No employee or officer may engage in an outside activity (regardless of whether the activity is compensated) that is subject to the control, inspection, review, audit or enforcement of the Department. In addition to any activity permitted pursuant to subsection C, nothing in this subsection prohibits the following activities: appearing before one's own department or commission on behalf of oneself; filing or otherwise pursuing claims against the City on one's own behalf; running for City elective office; or making a public records disclosure request pursuant to the Sunshine Ordinance or Public Records Act. The following activities are expressly prohibited by this section:

a. Assistance with City Bids, RFQs and RFPs. No employee or officer may knowingly provide selective assistance (i.e., assistance that is not generally available to all competitors) to individuals or entities in a manner that confers a competitive advantage on a bidder or proposer who is competing for a City contract. Nothing in this Statement prohibits an employee or officer from providing general information about a bid for a City contract, a Department Request for Qualifications or Request for Proposals or corresponding application process that is available to any member of the public. Nothing in this Statement prohibits an employee or officer from speaking to or meeting with individual applicants regarding the individual's application, provided that such assistance is provided on an impartial basis to all applicants who request it.

b. No officer or employee may serve as a member of the Board of Directors or other governing body of organizations, including non-profit organizations and for profit businesses, that the officer or employee knows or has reason to know has applied for or received contracts or grants administered by the Department in the past twelve months.

B. RESTRICTIONS THAT APPLY TO EMPLOYEES IN SPECIFIED POSITIONS

In addition to the restrictions that apply to all employees and officers of the Department, and except as provided in subsection C of this section, the following activities are incompatible for individual employees holding specific positions.

[RESERVED.]

C. ADVANCE WRITTEN DETERMINATION

As set forth below, an employee of the Department or the director [or member of commission] may seek an advance written determination whether a proposed outside activity that is not expressly prohibited by subsections A or B of this section, if any, conflicts with the mission of the Department, imposes excessive time demands, is subject to review by the Department, or

is otherwise incompatible and therefore prohibited by section III of this Statement. For the purposes of this section, an employee or other person seeking an advance written determination shall be called "the requestor"; the individual or entity that provides an advance written determination shall be called "the decision-maker."

1. PURPOSE

This subsection permits an officer or employee to seek an advance written determination regarding his or her obligations under subsections A or B of this section. A written determination by the decision-maker that an activity is not incompatible under subsection A or B provides the requestor immunity from any subsequent enforcement action for a violation of this Statement if the material facts are as presented in the requestor's written submission. A written determination cannot exempt the requestor from any applicable law or authorize the requestor to engage in an activity expressly prohibited by this Statement. If an individual has not requested or received an advance written determination as to whether an activity is incompatible with this Statement and engages in that activity, the individual will not be immune from any subsequent enforcement action brought pursuant to this Statement.

In addition to the advance written determination process set forth below, the San Francisco Charter also permits any person to seek a written opinion from the Ethics Commission with respect to that person's duties under provisions of the Charter or any City ordinance relating to conflicts of interest and governmental ethics. Any person who acts in good faith on an opinion issued by the Commission and concurred in by the City Attorney and District Attorney is immune from criminal or civil penalties for so acting, provided that the material facts are as stated in the opinion request. Nothing in this subsection precludes a person from requesting a written opinion from the Ethics Commission regarding that person's duties under this Statement.

2. THE DECISION-MAKER

Decision-maker for request by an employee: An employee of the Department may seek an advance written determination from the director or his or her designee. The director or his or her designee will be deemed the decision-maker for the employee's request.

Decision-maker for request by the director: The director may seek an advance written determination from his or her appointing authority. The appointing authority will be deemed the decision-maker for the director's request.

Decision-maker for request by a member of the Commission, ***Council, or Task Force***: A member of the Commission, ***Council or Task Force*** may seek an advance written determination from his or her appointing authority or from his or her commission, ***council or task force***, or the Ethics Commission. The appointing authority, Commission, ***Council, Task Force***, or Ethics Commission will be deemed the decision-maker for the member's request.

3. THE PROCESS

The requestor must provide, in writing, a description of the proposed activity and an explanation of why the activity is not incompatible under this Statement. The written material must describe the proposed activity in sufficient detail for the decision-maker to make a fully informed determination whether it is incompatible under this Statement.

When making a determination under this subsection, the decision-maker may consider any relevant factors including, but not limited to, the impact on the requestor's ability to perform his or her job, the impact upon the Department as a whole, compliance with applicable laws

and rules and the spirit and intent of this Statement. The decision-maker shall consider all relevant written materials submitted by the requestor. The decision-maker shall also consider whether the written material provided by the requestor is sufficiently specific and detailed to enable the decision-maker to make a fully informed determination. The decision-maker may request additional information from the requestor if the decision-maker deems such information necessary. For an advance written determination request from an employee, if the director delegates the decision-making to a designee and if the designee determines that the proposed activity is incompatible under this Statement, the employee may appeal that determination to the director.

The decision-maker shall respond to the request by providing a written determination to the requestor by mail, email, personal delivery, or other reliable means. For a request by an employee, the decision-maker shall provide the determination within a reasonable period of time depending on the circumstances and the complexity of the request, but not later than 20 working days from the date of the request. If the decision-maker does not provide a written determination to the employee within 20 working days from the date of the employee's request, the decision-maker shall be deemed to have determined that the proposed activity does not violate this Statement.

The decision-maker may revoke the written determination at any time by written notice, based on changed facts or circumstances or other good cause.

4. DETERMINATIONS ARE PUBLIC RECORDS

To assure that these rules are enforced equally, requests for advance written determinations and written determinations, including approvals and denials, are public records to the extent permitted by law.

IV. RESTRICTIONS ON USE OF CITY RESOURCES, CITY WORK-PRODUCT AND PRESTIGE

A. USE OF CITY RESOURCES

No employee or officer may use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. No employee or officer may allow any other person to use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. Notwithstanding these general prohibitions, any incidental and minimal use of City resources does not constitute a violation of this section. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use City facilities, equipment or resources, as defined herein.

Example. An employee or officer may use the telephone to make occasional calls to arrange medical appointments or speak with a child care provider, because this is an incidental and minimal use of City resources for a personal purpose.

Nothing in this Statement shall exempt any employee or officer from complying with more restrictive policies of the Department regarding use of City resources, including, without limitation, the Department's e-mail policy.

B. USE OF CITY WORK-PRODUCT

No employee or officer may, in exchange for anything of value and without appropriate authorization, sell, publish or otherwise use any materials that were prepared on City time or while using City facilities, property (including without limitation, intellectual property), equipment and/or materials. For the purpose of this prohibition, appropriate authorization includes authorization granted by law, including the Sunshine Ordinance, California Public Records Act, the Ralph M. Brown Act as well as whistleblower and improper government activities provisions, or by a supervisor of the officer or employee, including but not limited to the officer or employee's appointing authority. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use public materials for collective bargaining agreement negotiations.

C. USE OF PRESTIGE OF THE OFFICE

No employee or officer may use his or her City title or designation in any communication for any private gain or advantage. The following activities are expressly prohibited by this section.

1. USING CITY BUSINESS CARDS

No employee or officer may use his or her City business cards for any purpose that may lead the recipient of the card to think that the employee or officer is acting in an official capacity when the employee or officer is not.

Example of inappropriate use. An employee's friend is having a dispute with his new neighbor who is constructing a fence that the friend believes encroaches on his property. The friend invites the employee over to view the disputed fence. When the neighbor introduces herself, the employee should not hand the neighbor her business card while suggesting that she could help resolve the dispute. Use of a City business card under these circumstances might lead a member of the public to believe that the employee was acting in an official capacity.

Example of acceptable use. An employee is at a party and runs into an old friend who has just moved to town. The friend suggests meeting for dinner and asks how to get in touch with the employee to set up a meeting time. The employee hands the friend the employee's business card and says that he can be reached at the number on the card. Use of a City business card under these circumstances would not lead a member of the public to believe that the employee was acting in an official capacity. Nor would use of the telephone to set up a meeting time constitute a misuse of resources under subsection A, above.

2. USING CITY LETTERHEAD, CITY TITLE, OR E-MAIL

No employee or officer may use City letterhead, City title, City e-mail, or any other City resource, for any communication that may lead the recipient of the communication to think that the employee or officer is acting in an official capacity when the employee or officer is not. (Use of e-mail or letterhead in violation of this section could also violate subsection A of this section, which prohibits use of these resources for any non-City purpose.)

Example. An employee or officer is contesting a parking ticket. The employee or officer should not send a letter on City letterhead to the office that issued the ticket contesting the legal basis for the ticket.

3. HOLDING ONESELF OUT, WITHOUT AUTHORIZATION, AS A REPRESENTATIVE OF THE DEPARTMENT

No employee or officer may hold himself or herself out as a representative of the Department, or as an agent acting on behalf of the Department, unless authorized to do so.

Example. An employee who lives in San Francisco wants to attend a public meeting of a Commission that is considering a land use matter that will affect the employee's neighborhood. The employee may attend the meeting and speak during public comment, but should make clear that he is speaking in his private capacity and not as a representative of the Department.

V. PROHIBITION ON GIFTS FOR ASSISTANCE WITH CITY SERVICES

State and local law place monetary limits on the value of gifts an officer or employee may accept in a calendar year. (Political Reform Act, Gov't Code § 89503, C&GC Code §§ 3.1-101 and 3.216). This section imposes additional limits by prohibiting an officer or employee from accepting any gift that is given in exchange for doing the officer or employee's City job.

No employee or officer may receive or accept gifts from anyone other than the City for the performance of a specific service or act the employee or officer would be expected to render or perform in the regular course of his or her City duties; or for advice about the processes of the City directly related to the employee's or officer's duties and responsibilities, or the processes of the entity they serve.

Example. A member of the public who regularly works with and receives assistance from the Department owns season tickets to the Giants and sends a pair of tickets to an employee of the Department in appreciation for the employee's work. Because the gift is given for the performance of a service the employee is expected to perform in the regular course of City duties, the employee is not permitted to accept the tickets.

Example. A member of the public requests assistance in resolving an issue or complaint that is related to the City and County of San Francisco, but that does not directly involve the Department. The employee directs the member of the public to the appropriate department and officer to resolve the matter. The member of the public offers the employee a gift in appreciation for this assistance. The employee may not accept the gift, or anything of value from anyone other than the City, for providing this kind of assistance with City services.

As used in this statement, the term gift has the same meaning as under the Political Reform Act, including the Act's exceptions to the gift limit. (See Gov't Code §§ 82028, 89503; 2 Cal. Code Regs. §§ 18940-18950.4.) For example, under the Act, a gift that, within 30 days of receipt, is returned, or donated by the employee or officer to a 501(c)(3) organization or federal, state or local government without the employee or officer taking a tax deduction for the donation, will not be deemed to have been accepted. In addition to the exceptions contained in the Act, nothing in this Statement shall preclude an employee's receipt of a bona fide award, or free admission to a testimonial dinner or similar event, to recognize exceptional

service by that employee, and which is not provided in return for the rendering of service in a particular matter. Such awards are subject to the limitation on gifts imposed by the Political Reform Act and local law.

In addition, the following gifts are de minimis and therefore exempt from the restrictions on gifts imposed by section V of this Statement:

- i. Gifts, other than cash, with an aggregate value of \$25 or less per occasion; and
- ii. gifts such as food and drink, without regard to value, to be shared in the office among employees or officers.

Example. A member of the public who regularly works with and receives assistance from the Department sends a \$15 basket of fruit to an employee as a holiday gift. Although the fruit may in fact be offered in exchange for performing services that the employee is expected to perform in the regular course of City duties, the employee may accept the fruit because the value is de minimis. (Because the reporting requirement is cumulative, an employee may be required to report even de minimis gifts on his or her Statement of Economic Interests if, over the course of a year, the gifts equal or exceed \$50.)

Example. A member of the public who regularly works with and receives assistance from the Department sends a \$150 basket of fruit to the Department as a holiday gift. Although the fruit may in fact be offered in exchange for performing services that the Department is expected to perform in the regular course of City duties, the Department may accept the fruit basket because it is a gift to the office to be shared among employees and officers.

VI. AMENDMENT OF STATEMENT

Once a Statement of Incompatible Activities is approved by the Ethics Commission, the Department may, subject to the approval of the Ethics Commission, amend the Statement. C&GC Code § 3.218(b). In addition, the Ethics Commission may at any time amend the Statement on its own initiative. No statement of incompatible activities or any amendment thereto shall become operative until the City and County of San Francisco has satisfied the meet and confer requirements of State law and the collective bargaining agreement.

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GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

**Friday, July 27, 2007 at 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

DOCUMENTS DEPT.

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1. **Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 10:17 a.m. Present: Chair Milne; Members Blair, Cohen, Habert, Marks, Sherk, Short, and Sustarich; Excused: Members Boss, Griswold, Nervo, Quirke; and Rodgers, Absent: Member Miller.
2. **Adoption of Minutes of the June 26, 2007 Urban Forestry Council Regular Meeting** (Discussion and Action) Upon Motion by Member Cohen and second by Member Sustarich, the June 26, 2007 Meeting Minutes were approved. AYES: Chair Milne; Members Blair, Cohen, Habert, Marks, Sherk, Short, and Sustarich; Absent: Members Boss, Griswold, Miller, Nervo, Quirke, and Rodgers (Explanatory Document: Approved Minutes of the June 26, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=63453).
3. **November 2007 Potential Ballot Issue: "Parking for Neighborhoods Initiative."** The Council will hear concerns about the potential loss of existing trees/and or planting spaces for new trees if this initiative passes (Discussion). (Explanatory Document: Alert: Parking vs. Trees (Word) <http://web1.sfgov.org/site/uploadedfiles/ALERTPARKINGVSTREES.DOC>)

Sponsor: Council Member Carolyn Blair
Speaker: Gillian Gillett, San Jose Guerrero Coalition

Council Member Blair introduced Mr. Egon Terplan, Economic Development and Governance Policy Director, San Francisco Planning and Urban Research Association (SPUR). Mr. Terplan explained that for every election, the SPUR Board conducts a comprehensive review of ballot measures and had voted to oppose this measure earlier than usual because of the implications to so much of the work that SPUR does. Mr. Terplan discussed the key provisions and implications of this potential ballot measure including its effects on forests and trees in San Francisco. It was explained that this particular measure was put on the ballot through signatures, and its main provisions are about increasing the amount of parking that can be built in both downtown office and residential developments. It was reported that San Francisco's downtown has thrived and has been successful because of the majority of people commuting to work by transit. If congestion to the downtown area increases, the buses will not be able to get through and would not be as

effective of a place for companies to want to locate. If you are replacing office floor area with parking spaces, that would be that many fewer people working and living there.

Mr. Terplan explained that the large part of the measure to increase the amount of parking downtown, provides for a "one size fits all" for all other neighborhoods in San Francisco and would prevent the Planning Department from enforcing neighborhood specific parking requirements. It also provides a new right for an owner of a building up to four residential units to put in at least one accessory parking space without regard to (a) whether the existing structure is located along a transit preferential street, primary pedestrian street or bicycle street; (b) any potential effect on transit stops, bicycle, or primary pedestrian streets; (c) any potential effect on an existing Significant Tree or street tree. There is a provision that you have to provide a one to one replacement of a tree with a new tree no smaller than 15-gallon size within 1000 feet. In addition to the impact on existing street trees, it would also have an impact on the ability to put in new landscape medians. Mr. Terplan reported on other negative provisions in the initiative including the potential of reducing an unknown number of street trees and increasing car traffic in the City. It was stated that this measure does not provide additional public parking—it provides for additional private parking.

Ms. Gillian Gillett, Co-Chair of the San Jose Guerrero to Save Our Streets presented an example of a project on Guerrero Street south of Cesar Chavez Street, discussing adverse effects on older neighborhoods when you allow similar types of streetscape or landscape changes to a neighborhood as proposed in this legislation. Ms. Gillett stated that Guerrero Street south of Cesar Chavez had been widened to create what was thought to be the Mission Freeway. Houses on the east side of the street were moved onto their own back yards and the street was widened from 60 feet to 100 feet. Originally, the neighbors were told that they couldn't park on Guerrero because all eight lanes that were made this way were going to be for moving traffic. As a result, all of the older housing stock had garages shoehorned in front of it, and this portion of Guerrero looks very much like what this initiative would produce in neighborhoods with older housing stock. There are many blocks with no trees at all. They are just not possible because the streetscape is driveway next to driveway next to driveway. In between many of the driveways, there is maybe four or five feet, with utilities in that space, so there is not enough room for a tree. That situation gets worse for streets such as Guerrero Street, which is a primary arterial that connects to a freeway and carries 30,000 or 40,000 cars a day in that you have no human scale buffer between the heavy traffic and the people that live there.

Ms. Gillett discussed the effect on the urban planning quality of neighborhoods where you wind up with neighborhoods where only rich people have trees, and you produce streets that people don't want to live on. It was stated that everybody needs a better quality of life, so you don't want to have young families living on dangerous streets next to high-speed traffic. In the case of the project on Guerrero Street, the previous poor planning decisions were mitigated with the planting of medians, but those would also be potentially in peril as a result of this legislation. Ms. Gillett urged the Council to consider this legislation strongly as there are a lot of neighborhoods with older housing stock in the eastern part of the City that can be dramatically ruined with no potential for streetscape possibilities if the legislation passes.

Mr. Howard Wong, Architect, stated that this initiative was a paid process where professional petition gatherers were hired and funded by an owner of a large retail international company and a large developer. Approximately 18,396 signatures were gathered in only five weeks; only 10,300 signatures were required. The Ordinance is about 61 pages, is difficult to understand, and is one of the longest initiative ordinances that the public would have to consider; but the catchy title "Parking in Neighborhoods" makes people think that it will solve their peak parking demands. In essence, unknown to many people who signed the

Ordinance, the long term effects would be detrimental not only to decades of our evolution to transit first, but to our tree planting programs and our transit oriented development. It would nullify the EIR and planning processes in some of our neighborhoods, e.g. Octavia Blvd., Glen Park, Eastern neighborhoods, SOMA, and for neighbors who are planning for green livable neighborhoods that are not dependent on the automobile. Mr. Wong stated that we all have a fondness for the automobile and understand people's frustration when people try to park in the peak of the day.

Mr. Wong stated that downtown planning over the decades has created one of the most vibrant downtowns in this country and the world, and the evolution should continue. Neighborhood planning is also leading to some fine beautiful neighborhoods. Mr. Wong explained that many architects and planners who are aggressive in promotion of a beautiful city are not against cars, but are for better planning and use of cars. This measure sets back the city many decades in a covert way and should be rejected. Because of the politics of parking, there is an interest in the City, but this measure is not the way to go about this issue. People should be educated and examine what the 61 pages really say.

Member Cohen reported that the ordinance is in conflict with the new provisions and the revisions to the tree legislation as well as the new landscaping ordinance, two measures that the Urban Forestry Council in the last 2 ½ to 3 years has worked very hard to pass into legislation. It is also in conflict with the Council's goal to integrate the sustainability of trees and urban forest as part of development. Member Cohen recommended that the Council develop a formal resolution to oppose this initiative.

Member Short agreed with Member Cohen's comments and stated that this initiative would provide for more cars and fewer trees, which means additional pollution and fewer ways of removing the pollution. This measure would also increase the number of climate-affecting gases in San Francisco. Member Short stated that this initiative is in conflict with the Urban Forestry Ordinance and stated that she would inquire as a staff member of Public Works which legislation would trump the other. Ms. Gillett was asked how medians would be affected. Ms. Gillett stated that a full analysis of the ramifications of this initiative has not yet been completed, but reported that based on what is going to happen on the streetscape in front of where somebody is going to put a garage in, that it could potentially change the sidewalk width, which would potentially change the lane configurations, and potentially change its way all the way across the street. Member Short also requested a formal resolution from the Council in opposition to this initiative.

Member Marks stated that usually, if somebody wants to put a garage in and receives sign off from the applicable departments, if there is a tree in the way, the tree goes. The Council should investigate as to what is happening now in terms of which Code or which Department has the ultimate say. Member Marks recommended stronger protection for trees when someone wants to put in a garage, as trees are usually the bottom line during development.

Chair Milne stated that this measure would be the governing initiative over the other Codes. It was stated that there is now an opportunity to have a Planning Commission hearing to object any type of development on the basis of a significant tree and an opportunity for review and vote by the Planning Commission. This initiative automatically gives you the right to do the development without the opportunity for a hearing. Chair Short concurred that this initiative would take away the public process and automatically grant tree removals.

Member Blair stated that this measure is similar to Comcast's competing with what goes into our sidewalks and eliminating any future planning. Member Blair stated that the Guerrero Street project is unattractive,

unsafe, and would add more pollution. It was explained that political will is needed to protect trees as we are down to 1% large trees out of our whole urban canopy. Member Blair stated that this measure would be bad for the environment, affordable housing, quality of life, and for a rich beautiful City that preserves its culture, history, and its great assets. San Francisco needs preservation of its trees and history. It was reported that the Chronicle reported that there would be no changes in parking regulations without a nine-member vote from the Board of Supervisors. The Council was urged to join SPUR to oppose this ballot initiative.

Chair Milne asked that a Resolution be developed for the Council to consider and vote on at their August meeting to oppose this initiative based on its adverse effects on the urban forest. Member Cohen asked to include in the resolution that the initiative is in conflict with the Urban Forest Plan and other initiatives that the Council has supported and helped create for the past two to three years. Member Short asked to include the need to protect existing trees even with the current sidewalk and driveway applications. Member Habert stated that he agrees that an answer is needed to the parking issue in Neighborhood Commercial Districts (NCD), but this measure is not it. A one-size solution does not make sense in NCD districts where detail for each individual unit is important. An initiative is needed to answer the concerns of small business owners, the Urban Forestry Council, and the community. Member Habert also stated that he has not seen the legislation on this initiative. Member Blair stated that this could be an opportunity for SPUR or other agencies to consider introducing diagonal parking with trees in between parked cars in the parking lanes wherever there is space to implement it. Member Sherk requested that the legislation be included as part of the agenda packet for the next meeting. Member Marks asked to confirm that the Council as a government entity would be able to take a public position against ballot measures.

4. **Change to Urban Forestry Council's Meeting Schedule and Consolidation of Committees.** Council members will discuss changing the number of Committee and Council meetings and/or consolidation of Committees and may vote to recommend changing the Bylaws (Discussion and Possible Action)

Sponsor and Presenter: Terry Milne, Chair

Chair Milne reported that the Department of the Environment suggested that the Council consolidate its meetings and/or have fewer annual meetings. It was stated that it has been difficult getting people to attend meetings for quorum purposes, and there have been meetings cancelled in the past two months. There are meetings for the full Council and three Committees, with a total of approximately 40+ meetings per year. It was suggested that one possibility could be for the Planning and Funding Committees functions to be combined. Chair Milne asked Council Members for their input into a consolidation plan.

Member Short suggested that Committee meetings be held before or after the Council meeting so one amount of time is allocated per month to this function with concurrence from Members Blair and Cohen. Member Marks suggested that Committee business could be heard at the full Council and recommended losing Committee rather than full Council meetings. It was recommended that the Council request that there be a closer relationship and more participation from the Mayor's City Greening agency as the attention seems to be diverting from the Council to this other agency. Additional members concurred with this idea. Member Short recommended inviting Mr. Sider to a Committee or Council meeting in order to request that the Council be more integrated into the City Greening activities.

Council Member Blair suggested possibilities that include (1) bringing the Landmark Tree Committee issues to the full Council rather than to the Committee meeting and (2) to consider taking a Council-break during the year. Member Cohen discussed personal time issues and the need to assess the direction that the

Council will be taking in the future as well as time that the members can devote to the Council. It was stated that the Landmark Tree Committee was formed to streamline the process, but its need could be reexamined in the future. Member Sherk stated that the work of the Council is something that should grow and not be diminished, and it is important to develop ways for the Council and trees to have more impact in the city. It was suggested that the Funding and Policy Committees be combined and that landmark trees could be heard at the full Council.

Member Sustarich suggested that the Landmark Tree Committee remain as nominations require a lot of fieldwork, listening to testimony, and would be too time consuming to work into a Council meeting. Member Habert discussed the lack of participation by the community unless they are petitioning an issue before the Council. It was stated that many people in the city think that the Council and urban forest are irrelevant. Member Habert recommended rethinking what this body does to increase its importance throughout the political arena and community. Member Blair stated that the Council is irrelevant to many people because it has no power to make decisions and should be a decision-making regulating body. Member Blair requested that the Department of the Environment provide more funding to the Council to heighten awareness and preservation of trees.

Chair Milne proposed that the Council vote at their August meeting on changing the bylaws to change the scheduling of Committee meetings as an incremental first step. It was stated that most members felt that the Council and the Landmark Tree Committee meetings should be retained as they are, but there is a possibility to combine the Funding and Planning and Policy Committees at this time.

Item 10 Public Comment was heard before Item 5.

5. **Council Secretary Report. New Ethics Commission Requirements.** (Explanatory Documents: New Regulations on Gifts from Restricted Sources and Subordinates (PDF) <http://web1.sfgov.org/site/uploadedfiles/GiftsfromRestrictedSources.pdf> and Statement of Incompatible Activities (Word) <http://web1.sfgov.org/site/uploadedfiles/SIA070907.doc>) (Informational Report and Discussion). Council Secretary Monica Fish reported on New Ethics Commission requirements enclosed in the packet (see explanatory documents above). It was requested that the Council Members review the information that discusses the types of activities that are not compatible with Council membership and restrictions on gifts from restricted sources and subordinates.
6. **Staff Report.** Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities (Informational Report and Discussion). Council Secretary Monica Fish presented the staff report stating that 105 job applications were received for the Environmental Assistant position. Department staff is carefully screening the applications and will conduct job interviews in one to two weeks. Department staff is also working with the Public Outreach team to update the Landmark Tree website; however, it is up and running. Access the website by going to the Department's website, then clicking on Our City's Programs, Urban Nature.
7. **Committee Reports:**
Funding Committee, Chair,
A report will be presented on the July 3 Funding Committee Meeting. The next meeting will be on September 4, 2007 at 12:00 p.m. at 11 Grove Street.

Planning & Policy Committee, Chair, Carla Short

A report will be presented on the July 18 Planning & Policy Committee Meeting. The next meeting will be on August 16, 2007 at 4:00 p.m. at 11 Grove Street.

Landmark Tree Committee, Chair, Mike Boss

The July 10 meeting was cancelled due to a lack of quorum. The next meeting will be on August 14, 2007 at 4:00 p.m. at City Hall, Room 421.

There were no Committee Reports heard at this time.

8. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion). Chair Milne asked that the Landmark Tree Committee at their next meeting substantiate landmark tree criteria findings for a potential landmark tree nomination by the property owner at 4124 - 23rd Street.
9. **New Business** (Information and Discussion). There was no new business discussed at this time.
10. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

Ms. Andrea Hassiba, San Francisco resident, stated that she has been a member and involved in organizations such as SLUG, Friends of the Urban Forest, but never knew the Council existed until yesterday. It was stated that Crocker Amazon has one of the last urban forests left in San Francisco outside of the Presidio and Golden Gate Park. It was reported that City Fields Foundation is taking down the majority of the trees in Crocker Amazon (45 trees), which are a minimum of 50 to 60 years old to expand the soccer fields. Ms. Hassiba indicated that she had contacted the Sierra Club and Fisher Foundation who had not responded. A representative from Friends of the Urban Forest responded stating that he had not seen the Environmental Horticultural Report and felt that the public process for project approval moved too quickly. It was stated that Mr. Mar from the Recreation and Park Department expressed regret, but indicated that the project would take care of the inability to maintain the trees because of a lack of City funding.

Chair Milne inquired whether there was a discussion at the Recreation and Park Commission on this issue. Ms. Hassiba stated that there was a community meeting in February, but was told there was no discussion about trees being cut down. Member Sherk suggested that alternative methods of construction be suggested in order to retain the trees, but Ms. Hassiba stated that she had tried this method but was told it was not cost effective. Member Marks suggested inquiring how a private group has the ability to take over public land. Member Short suggested contacting Mr. Mar to formally request in writing a public hearing and copy the head of the Recreation and Park Department. Chair Milne advised that it is possible to speak at Recreation and Park Commission meetings during Public Comment on items that are not on the agenda. Committee members discussed whether the trees in the park are near a public right of way, and Member Short stated that she believed they were not and not part of the Department of Public Works' jurisdiction. Member Short suggested contacting the Department of the Environment who may have input through the Precautionary Principle about the replacement of the fields with petroleum based products.

Public Comment: Mr. Beau Beausdeil stated that the creation of the fifth soccer field is pushing the boundaries of the soccer field out by ten feet and that in turn causes them to have a retaining wall, destroys the root system, and that is why the trees have to come down. Mr. Beausdeil noted the neighborhood appreciation for the park and lack of recognition by City Fields about this fact and the possibility of preserving the trees. A discussion was held on the lack of support by City offices in an effort to preserve the trees and wrong information relayed during the course of City meetings. It was recommended that the Council hold their meetings at a Recreation and Park building at a time when people can attend meetings in order to generate more community interest.

11. **Adjournment.** The Urban Forestry Council Meeting adjourned at 12:00 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage: www.sfenvironment.com/; or by clicking on the links by each agenda item above; or, upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Approved:





GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES**

**Friday, July 27, 2007 at 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

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1. **Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 10:17 a.m. Present: Chair Milne; Members Blair, Cohen, Habert, Marks, Sherk, Short, and Sustarich; Excused: Members Boss, Griswold, Nervo, Quirke; and Rodgers, Absent: Member Miller.
2. **Adoption of Minutes of the June 26, 2007 Urban Forestry Council Regular Meeting** (Discussion and Action) Upon Motion by Member Cohen and second by Member Sustarich, the June 26, 2007 Meeting Minutes were approved. AYES: Chair Milne; Members Blair, Cohen, Habert, Marks, Sherk, Short, and Sustarich; Absent: Members Boss, Griswold, Miller, Nervo, Quirke, and Rodgers (Explanatory Document: Approved Minutes of the June 26, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=63453).
3. **November 2007 Potential Ballot Issue: "Parking for Neighborhoods Initiative."** The Council will hear concerns about the potential loss of existing trees/and or planting spaces for new trees if this initiative passes (Discussion). (Explanatory Document: Alert: Parking vs. Trees (Word) <http://web1.sfgov.org/site/uploadedfiles/ALERTPARKINGVSTREES.DOC>)

Sponsor: Council Member Carolyn Blair
Speaker: Gillian Gillett, San Jose Guerrero Coalition

Council Member Blair introduced Mr. Egon Terplan, Economic Development and Governance Policy Director, San Francisco Planning and Urban Research Association (SPUR). Mr. Terplan explained that for every election, the SPUR Board conducts a comprehensive review of ballot measures and had voted to oppose this measure earlier than usual because of the implications to so much of the work that SPUR does. Mr. Terplan discussed the key provisions and implications of this potential ballot measure including its effects on forests and trees in San Francisco. It was explained that this particular measure was put on the ballot through signatures, and its main provisions are about increasing the amount of parking that can be built in both downtown office and residential developments. It was reported that San Francisco's downtown has thrived and has been successful because of the majority of people commuting to work by transit. If congestion to the downtown area increases, the buses will not be able to get through and would not be as

effective of a place for companies to want to locate. If you are replacing office floor area with parking spaces, that would be that many fewer people working and living there.

Mr. Terplan explained that the large part of the measure to increase the amount of parking downtown, provides for a "one size fits all" for all other neighborhoods in San Francisco and would prevent the Planning Department from enforcing neighborhood specific parking requirements. It also provides a new right for an owner of a building up to four residential units to put in at least one accessory parking space without regard to (a) whether the existing structure is located along a transit preferential street, primary pedestrian street or bicycle street; (b) any potential effect on transit stops, bicycle, or primary pedestrian streets; (c) any potential effect on an existing Significant Tree or street tree. There is a provision that you have to provide a one to one replacement of a tree with a new tree no smaller than 15-gallon size within 1000 feet. In addition to the impact on existing street trees, it would also have an impact on the ability to put in new landscape medians. Mr. Terplan reported on other negative provisions in the initiative including the potential of reducing an unknown number of street trees and increasing car traffic in the City. It was stated that this measure does not provide additional public parking—it provides for additional private parking.

Ms. Gillian Gillett, Co-Chair of the San Jose Guerrero to Save Our Streets presented an example of a project on Guerrero Street south of Cesar Chavez Street, discussing adverse effects on older neighborhoods when you allow similar types of streetscape or landscape changes to a neighborhood as proposed in this legislation. Ms. Gillett stated that Guerrero Street south of Cesar Chavez had been widened to create what was thought to be the Mission Freeway. Houses on the east side of the street were moved onto their own back yards and the street was widened from 60 feet to 100 feet. Originally, the neighbors were told that they couldn't park on Guerrero because all eight lanes that were made this way were going to be for moving traffic. As a result, all of the older housing stock had garages shoehorned in front of it, and this portion of Guerrero looks very much like what this initiative would produce in neighborhoods with older housing stock. There are many blocks with no trees at all. They are just not possible because the streetscape is driveway next to driveway next to driveway. In between many of the driveways, there is maybe four or five feet, with utilities in that space, so there is not enough room for a tree. That situation gets worse for streets such as Guerrero Street, which is a primary arterial that connects to a freeway and carries 30,000 or 40,000 cars a day in that you have no human scale buffer between the heavy traffic and the people that live there.

Ms. Gillett discussed the effect on the urban planning quality of neighborhoods where you wind up with neighborhoods where only rich people have trees, and you produce streets that people don't want to live on. It was stated that everybody needs a better quality of life, so you don't want to have young families living on dangerous streets next to high-speed traffic. In the case of the project on Guerrero Street, the previous poor planning decisions were mitigated with the planting of medians, but those would also be potentially in peril as a result of this legislation. Ms. Gillett urged the Council to consider this legislation strongly as there are a lot of neighborhoods with older housing stock in the eastern part of the City that can be dramatically ruined with no potential for streetscape possibilities if the legislation passes.

Mr. Howard Wong, Architect, stated that this initiative was a paid process where professional petition gatherers were hired and funded by an owner of a large retail international company and a large developer. Approximately 18,396 signatures were gathered in only five weeks; only 10,300 signatures were required. The Ordinance is about 61 pages, is difficult to understand, and is one of the longest initiative ordinances that the public would have to consider; but the catchy title "Parking in Neighborhoods" makes people think that it will solve their peak parking demands. In essence, unknown to many people who signed the

Ordinance, the long term effects would be detrimental not only to decades of our evolution to transit first, but to our tree planting programs and our transit oriented development. It would nullify the EIR and planning processes in some of our neighborhoods, e.g. Octavia Blvd., Glen Park, Eastern neighborhoods, SOMA, and for neighbors who are planning for green livable neighborhoods that are not dependent on the automobile. Mr. Wong stated that we all have a fondness for the automobile and understand people's frustration when people try to park in the peak of the day.

Mr. Wong stated that downtown planning over the decades has created one of the most vibrant downtowns in this country and the world, and the evolution should continue. Neighborhood planning is also leading to some fine beautiful neighborhoods. Mr. Wong explained that many architects and planners who are aggressive in promotion of a beautiful city are not against cars, but are for better planning and use of cars. This measure sets back the city many decades in a covert way and should be rejected. Because of the politics of parking, there is an interest in the City, but this measure is not the way to go about this issue. People should be educated and examine what the 61 pages really say.

Member Cohen reported that the ordinance is in conflict with the new provisions and the revisions to the tree legislation as well as the new landscaping ordinance, two measures that the Urban Forestry Council in the last 2 ½ to 3 years has worked very hard to pass into legislation. It is also in conflict with the Council's goal to integrate the sustainability of trees and urban forest as part of development. Member Cohen recommended that the Council develop a formal resolution to oppose this initiative.

Member Short agreed with Member Cohen's comments and stated that this initiative would provide for more cars and fewer trees, which means additional pollution and fewer ways of removing the pollution. This measure would also increase the number of climate-affecting gases in San Francisco. Member Short stated that this initiative is in conflict with the Urban Forestry Ordinance and stated that she would inquire as a staff member of Public Works which legislation would trump the other. Ms. Gillett was asked how medians would be affected. Ms. Gillett stated that a full analysis of the ramifications of this initiative has not yet been completed, but reported that based on what is going to happen on the streetscape in front of where somebody is going to put a garage in, that it could potentially change the sidewalk width, which would potentially change the lane configurations, and potentially change its way all the way across the street. Member Short also requested a formal resolution from the Council in opposition to this initiative.

Member Marks stated that usually, if somebody wants to put a garage in and receives sign off from the applicable departments, if there is a tree in the way, the tree goes. The Council should investigate as to what is happening now in terms of which Code or which Department has the ultimate say. Member Marks recommended stronger protection for trees when someone wants to put in a garage, as trees are usually the bottom line during development.

Chair Milne stated that this measure would be the governing initiative over the other Codes. It was stated that there is now an opportunity to have a Planning Commission hearing to object any type of development on the basis of a significant tree and an opportunity for review and vote by the Planning Commission. This initiative automatically gives you the right to do the development without the opportunity for a hearing. Chair Short concurred that this initiative would take away the public process and automatically grant tree removals.

Member Blair stated that this measure is similar to Comcast's competing with what goes into our sidewalks and eliminating any future planting. Member Blair stated that the Guerrero Street project is unattractive,

unsafe, and would add more pollution. It was explained that political will is needed to protect trees as we are down to 1% large trees out of our whole urban canopy. Member Blair stated that this measure would be bad for the environment, affordable housing, quality of life, and for a rich beautiful City that preserves its culture, history, and its great assets. San Francisco needs preservation of its trees and history. It was reported that the Chronicle reported that there would be no changes in parking regulations without a nine-member vote from the Board of Supervisors. The Council was urged to join SPUR to oppose this ballot initiative.

Chair Milne asked that a Resolution be developed for the Council to consider and vote on at their August meeting to oppose this initiative based on its adverse effects on the urban forest. Member Cohen asked to include in the resolution that the initiative is in conflict with the Urban Forest Plan and other initiatives that the Council has supported and helped create for the past two to three years. Member Short asked to include the need to protect existing trees even with the current sidewalk and driveway applications. Member Habert stated that he agrees that an answer is needed to the parking issue in Neighborhood Commercial Districts (NCD), but this measure is not it. A one-size solution does not make sense in NCD districts where detail for each individual unit is important. An initiative is needed to answer the concerns of small business owners, the Urban Forestry Council, and the community. Member Habert also stated that he has not seen the legislation on this initiative. Member Blair stated that this could be an opportunity for SPUR or other agencies to consider introducing diagonal parking with trees in between parked cars in the parking lanes wherever there is space to implement it. Member Sherk requested that the legislation be included as part of the agenda packet for the next meeting. Member Marks asked to confirm that the Council as a government entity would be able to take a public position against ballot measures.

4. **Change to Urban Forestry Council's Meeting Schedule and Consolidation of Committees.** Council members will discuss changing the number of Committee and Council meetings and/or consolidation of Committees and may vote to recommend changing the Bylaws (Discussion and Possible Action)

Sponsor and Presenter: Terry Milne, Chair

Chair Milne reported that the Department of the Environment suggested that the Council consolidate its meetings and/or have fewer annual meetings. It was stated that it has been difficult getting people to attend meetings for quorum purposes, and there have been meetings cancelled in the past two months. There are meetings for the full Council and three Committees, with a total of approximately 40+ meetings per year. It was suggested that one possibility could be for the Planning and Funding Committees functions to be combined. Chair Milne asked Council Members for their input into a consolidation plan.

Member Short suggested that Committee meetings be held before or after the Council meeting so one amount of time is allocated per month to this function with concurrence from Members Blair and Cohen. Member Marks suggested that Committee business could be heard at the full Council and recommended losing Committee rather than full Council meetings. It was recommended that the Council request that there be a closer relationship and more participation from the Mayor's City Greening agency as the attention seems to be diverting from the Council to this other agency. Additional members concurred with this idea. Member Short recommended inviting Mr. Sider to a Committee or Council meeting in order to request that the Council be more integrated into the City Greening activities.

Council Member Blair suggested possibilities that include (1) bringing the Landmark Tree Committee issues to the full Council rather than to the Committee meeting and (2) to consider taking a Council-break during the year. Member Cohen discussed personal time issues and the need to assess the direction that the

Council will be taking in the future as well as time that the members can devote to the Council. It was stated that the Landmark Tree Committee was formed to streamline the process, but its need could be reexamined in the future. Member Sherk stated that the work of the Council is something that should grow and not be diminished, and it is important to develop ways for the Council and trees to have more impact in the city. It was suggested that the Funding and Policy Committees be combined and that landmark trees could be heard at the full Council.

Member Sustarich suggested that the Landmark Tree Committee remain as nominations require a lot of fieldwork, listening to testimony, and would be too time consuming to work into a Council meeting. Member Habert discussed the lack of participation by the community unless they are petitioning an issue before the Council. It was stated that many people in the city think that the Council and urban forest are irrelevant. Member Habert recommended rethinking what this body does to increase its importance throughout the political arena and community. Member Blair stated that the Council is irrelevant to many people because it has no power to make decisions and should be a decision-making regulating body. Member Blair requested that the Department of the Environment provide more funding to the Council to heighten awareness and preservation of trees.

Chair Milne proposed that the Council vote at their August meeting on changing the bylaws to change the scheduling of Committee meetings as an incremental first step. It was stated that most members felt that the Council and the Landmark Tree Committee meetings should be retained as they are, but there is a possibility to combine the Funding and Planning and Policy Committees at this time.

Item 10 Public Comment was heard before Item 5.

5. **Council Secretary Report. New Ethics Commission Requirements.** (Explanatory Documents: New Regulations on Gifts from Restricted Sources and Subordinates (PDF) <http://web1.sfgov.org/site/uploadedfiles/GiftsfromRestrictedSources.pdf> and Statement of Incompatible Activities (Word) <http://web1.sfgov.org/site/uploadedfiles/SIA070907.doc>) (Informational Report and Discussion). Council Secretary Monica Fish reported on New Ethics Commission requirements enclosed in the packet (see explanatory documents above). It was requested that the Council Members review the information that discusses the types of activities that are not compatible with Council membership and restrictions on gifts from restricted sources and subordinates.
6. **Staff Report.** Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities (Informational Report and Discussion). Council Secretary Monica Fish presented the staff report stating that 105 job applications were received for the Environmental Assistant position. Department staff is carefully screening the applications and will conduct job interviews in one to two weeks. Department staff is also working with the Public Outreach team to update the Landmark Tree website; however, it is up and running. Access the website by going to the Department's website, then clicking on Our City's Programs, Urban Nature.
7. **Committee Reports:**
Funding Committee, Chair,
A report will be presented on the July 3 Funding Committee Meeting. The next meeting will be on September 4, 2007 at 12:00 p.m. at 11 Grove Street.

Planning & Policy Committee, Chair, Carla Short

A report will be presented on the July 18 Planning & Policy Committee Meeting. The next meeting will be on August 16, 2007 at 4:00 p.m. at 11 Grove Street.

Landmark Tree Committee, Chair, Mike Boss

The July 10 meeting was cancelled due to a lack of quorum. The next meeting will be on August 14, 2007 at 4:00 p.m. at City Hall, Room 421.

There were no Committee Reports heard at this time.

8. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion). Chair Milne asked that the Landmark Tree Committee at their next meeting substantiate landmark tree criteria findings for a potential landmark tree nomination by the property owner at 4124 - 23rd Street.
9. **New Business** (Information and Discussion). There was no new business discussed at this time.
10. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

Ms. Andrea Hassiba, San Francisco resident, stated that she has been a member and involved in organizations such as SLUG, Friends of the Urban Forest, but never knew the Council existed until yesterday. It was stated that Crocker Amazon has one of the last urban forests left in San Francisco outside of the Presidio and Golden Gate Park. It was reported that City Fields Foundation is taking down the majority of the trees in Crocker Amazon (45 trees), which are a minimum of 50 to 60 years old to expand the soccer fields. Ms. Hassiba indicated that she had contacted the Sierra Club and Fisher Foundation who had not responded. A representative from Friends of the Urban Forest responded stating that he had not seen the Environmental Horticultural Report and felt that the public process for project approval moved too quickly. It was stated that Mr. Mar from the Recreation and Park Department expressed regret, but indicated that the project would take care of the inability to maintain the trees because of a lack of City funding.

Chair Milne inquired whether there was a discussion at the Recreation and Park Commission on this issue. Ms. Hassiba stated that there was a community meeting in February, but was told there was no discussion about trees being cut down. Member Sherk suggested that alternative methods of construction be suggested in order to retain the trees, but Ms. Hassiba stated that she had tried this method but was told it was not cost effective. Member Marks suggested inquiring how a private group has the ability to take over public land. Member Short suggested contacting Mr. Mar to formally request in writing a public hearing and copy the head of the Recreation and Park Department. Chair Milne advised that it is possible to speak at Recreation and Park Commission meetings during Public Comment on items that are not on the agenda. Committee members discussed whether the trees in the park are near a public right of way, and Member Short stated that she believed they were not and not part of the Department of Public Works' jurisdiction. Member Short suggested contacting the Department of the Environment who may have input through the Precautionary Principle about the replacement of the fields with petroleum based products.

Public Comment: Mr. Beau Beausdeil stated that the creation of the fifth soccer field is pushing the boundaries of the soccer field out by ten feet and that in turn causes them to have a retaining wall, destroys the root system, and that is why the trees have to come down. Mr. Beausdeil noted the neighborhood appreciation for the park and lack of recognition by City Fields about this fact and the possibility of preserving the trees. A discussion was held on the lack of support by City offices in an effort to preserve the trees and wrong information relayed during the course of City meetings. It was recommended that the Council hold their meetings at a Recreation and Park building at a time when people can attend meetings in order to generate more community interest.

11. Adjournment. The Urban Forestry Council Meeting adjourned at 12:00 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage: www.sfenvironment.com/; or by clicking on the links by each agenda item above; or, upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Approved: August 28, 2007





SF Environment

Our home. Our city. Our planet.



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GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF AUGUST 28, 2007, 5:30 P.M.
CITY HALL, ROOM 416**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending the meeting schedule for the full Council and its Committees. In addition, the following proposed sections will be voted on for amendment as follows: Article VIII – Committees, Section 4: Standing Committees, Section 5: The Planning and Policy Committee, Section 6: The Funding Committee, and Section 7: The Landmark Tree Committee are proposed for amendment as follows:

Section 4: Standing Committees

The Council shall have ~~two~~ three standing committees: (1) Planning and ~~Policy Funding~~; (2) ~~Funding~~, and (3) 2 Landmark Tree. Each committee shall have ~~seven~~ five members. The Planning and ~~Policy Funding~~ Committee shall meet on the third Thursday of each month from 4 pm to 5:30 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Wednesday of that month in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco. ~~The Funding Committee shall meet bi-monthly on the Fourth Tuesday of January, March, May, July, September and November at 12 pm, except in the case of a City recognized holiday, when the meeting shall be held on the following Tuesday in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco.~~ The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF Environment's website.

Section 5: The Planning and ~~Policy Funding~~ Committee

The Planning and ~~Funding Policy~~ Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) ~~It will make recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, and navigating and overseeing the development of a comprehensive Urban Forestry Plan for the City and County of San Francisco. Moreover, the Planning and Policy Committee will outline and draft an overall plan for the health and well being of San Francisco's urban forest within one year of the committee's creation, for approval and adoption by the full Council.~~ (3) The Planning and Policy Committee will review the Urban Forestry Plan on an annual basis thereafter and will make recommendations for any changes to the full Council for adoption-, (4) ~~The Funding Committee shall make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and~~

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

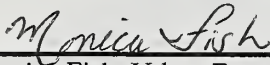
on securing and encouraging commitment of adequate resources for tree programs: (5) ~~The committee~~ will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forestry activities, and ~~determine whether there are opportunities to improve efficiency and eliminate possible redundancies among managing agencies through citywide coordination of tree operations.~~ Moreover, the Funding Committee will develop a citywide budget for the health and well being of San Francisco's Urban Forest within six months of the committee's creation, for approval and adoption by the Full Council. ~~The Funding Committee~~ (6) will review the Urban Forest Budget on an annual basis ~~thereafter~~, and will make recommendations for any changes to the full Council for adoption.

Section 6: The Funding Committee

Section 6.7: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

This is to certify that the above notice was issued and posted on August 13, 2007



Monica Fish, Urban Forestry Council Secretary



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda

Tuesday, August 28, 2007 at 5:30 p.m.

City Hall, Room 416

**One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

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Terry Milne
Chair

Carolyn Blair
Mike Boss
Jocelyn Cohen
Steve Griswold

Milton Marks
Lena Miller
Kelly Quirke
Bonnie Ora Sherk

David Habert
SF Redevelopment Agency

AnMarie Rodgers
SF Planning Department

Susan Nervo
SF Recreation & Park Department

Carla Short
SF Department of Public Works

Mark Sustarich
SF Public Utilities Commission

Monica Fish
Urban Forestry Council Secretary

Public comment will be taken before the Council takes action on any item.
Order of Business

1. Call to Order and Roll Call

2. Adoption of Minutes of the July 27, 2007 Urban Forestry Council Regular Meeting (Explanatory Document: Draft Minutes of the July 27, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=65674). (Discussion and Action)

3. Rodent and Vegetation Control. Ms. Helen Zverina, Department of Public Health will explain the Department of Public Health policy for managing vegetation when rodent control is needed. Council members may ask questions and discuss management options (Informational Presentation and Discussion).

Sponsor: Member Mike Boss

Presenter: Ms. Helen Zverina, Department of Public Health

4. Hearing on Nomination for Landmark Tree Status. The Council will hold a hearing to determine whether the **Coast Live Oak Tree located at 4124 – 23rd Street** meets the criteria for designation as a landmark tree (Explanatory Documents: Nomination form (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/LandmarkTreeNominationForm412423rdSt.pdf>,

Landmark Tree Committee Evaluation Forms (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/EvaluationForms.pdf>, Written Summary of

Findings (Word) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/QucAgr4124-23rdStWrittenSummary.doc>, Pictures (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/412423rdStPictures.pdf> , Supporting Letters and Petition (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/412423rdStSupportingDocs.pdf>) (Discussion and Action).

At the conclusion of the hearing, the Council will vote on whether to approve or reject the nomination and shall adopt written findings to support its decision. The Council will forward approved nominations to the Board of Supervisors for further consideration.

Presenter: Landmark Tree Committee Chair Mike Boss

5. Urban Forestry Council Bylaws Amendment--Council members will discuss and vote on a possible Bylaws change Resolution to combine the functions of the Planning and Policy and Funding Committees and vote on additional recommendations for changes to the Council's/Committees' meeting schedule and structure. (Explanatory document: Draft Resolution for proposed Bylaws change (Word) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/File2007-09-UFCAmendBylaws.doc> and Notice of Proposed Bylaws Amendment (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/BylawsChangeNotice.PDF>) (Discussion and Action)

Sponsor & Presenter: Chair Terry Milne

6. Political Activity by City Officers and Employees Memorandum and the November 2007 Ballot Measure: "Parking for Neighborhoods Initiative." The Council will discuss legal requirements for political activity by City Officers and Employees as it relates to opposing or supporting ballot initiatives. (Explanatory Document: "Political Activity by City Officers and Employees" Memorandum (PDF) <http://www.sfgov.org/site/uploadedfiles/cityattorney/opinions/2006-NOV-POLI.PDF>) (Discussion)

Sponsor & Presenter: Chair Terry Milne

7. **Process for Monthly Reports/Updates to the Board of Supervisors.** The Council will discuss ideas for providing updates and monthly reports on their activities to the Board of Supervisors (Discussion).

Sponsors & Presenters: Member Carla Short and Vice-Chair Kelly Quirke

8. **Landmark Tree Ordinance Amendments.** The Council will hear an Informational Report on future proposed amendments to the Landmark Tree Ordinance (Explanatory Document: Landmark Tree Ordinance (PDF) <http://www.sfgov.org/site/uploadedfiles/bdsupvrs/ordinances06/o0017-06.pdf>) (Informational Report and Discussion)

Sponsor & Presenter: Chair Terry Milne

9. **Selection and Interview Process for the Urban Forestry Council's Environmental Assistant Position.**

Presenter: Chair Terry Milne

10. **Committee Reports:** (Informational Reports and Discussion)

- Funding Committee, Chair,
The next meeting will be on September 4, 2007 at 12:00 p.m. at 11 Grove Street.
- Planning & Policy Committee, Chair, Carla Short
The next meeting will be on September 20, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss
The next meeting will be on September 11, 2007 at 4:00 p.m. at City Hall, Room 421.

11. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

12. **New Business** (Information and Discussion).

13. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

14. **Adjournment**

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location

are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, **11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item** above, or upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE August 28, 2007

ITEM NO. 4

URBAN FORESTRY COUNCIL

AGENDA PACKET CONTENTS LIST*

☒ Landmark Tree Committee Written Summary

☒ Landmark Tree Committee Evaluation Forms

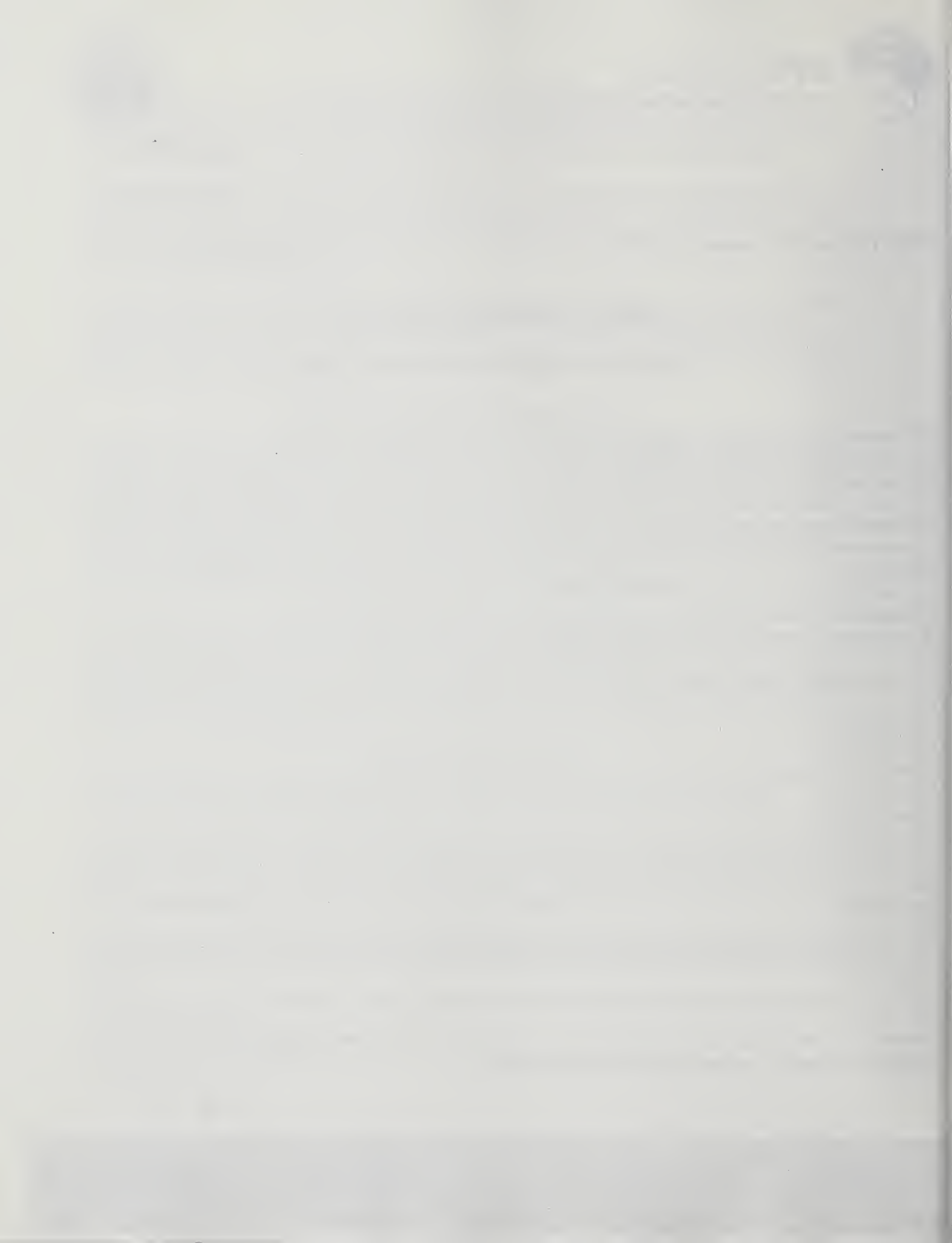
☒ Property Owner Nomination Form

☒ Pictures

☒ Supporting Letters and Petition

☐☐☐☐☐☐☐☐☐

*This list reflects the explanatory documents provided.



Report of Findings for the Coast Live Oak at 4124 23rd Street

The Landmark Tree Committee of the Urban Forestry Council met on August 14, 2007 and considered the nomination for Landmark Status of the Coast Live Oak (*Quercus agrifolia*) at 2124 23rd Street..

The committee voted to recommend landmark status. The vote was 3-0. There was public testimony by the property owner, Bob Call. The tree was seen by 2 of the committee members who both filled out evaluation forms.

The committee, voting for recommendation for landmark status, found that the tree met standards that would merit Landmark Tree Status. These standards included:

- The tree is uncommon in San Francisco
- The tree was notably large for a tree of the species in SF, and had a majestic canopy
- As a tree species native to San Francisco, the tree had natural historical value
- The tree was visible from several viewpoints, near (e.g. the nearest corner at 23rd Street and Castro) and far (from Twin Peaks)
- As a tree species native to San Francisco, it is important for wildlife habitat
- The tree had character-defining form, and was a fine example of the species
- The tree was in good condition

There were additional claims of criteria being met (e.g. neighborhood appreciation, age estimation) that would add merit to landmark status neighborhood appreciation, but the committee was not presented with any documentation. It is possible that additional documentation, and additional testimony, may be presented at a future hearing.

Respectfully submitted,

Mike Boss

Chair, Landmark Tree Committee of the Urban Forestry Council

Landmark Tree Evaluation Form

Evaluated by: Mark Sustarich

Scientific name: Quercus agrifolia

Common name: Coast Live Oak

Street address: 4124 23rd St.

Cross streets: Castro St.

Block: _____ Lot(s): _____

GPS units (optional): _____

☒ Private ☐ Public Agency name Robert Call

Property owner consent to evaluate ☒ Yes ☐ No

DBH (in): ≈ 32

Height (ft): 40'-45'

Average canopy spread (ft): 40'

Trunk diameter at ground level (in) ≈ 35'

Number of trees 1

Tree Condition (adapted from CTLA Guide to Plant Appraisal)

☐ No apparent problems ☒ Minor problems ☐ Major problems ☐ Extreme problems

Root issues

- ☐ Root anchorage
- ☒ Collar/flare soundness soil level high
- ☐ Mechanical injury
- ☐ Girdling/kinked roots
- ☐ Compaction/waterlogged roots
- ☐ Mushrooms (may have to ask owner)

Trunk issues

- ☒ Sound bark and wood
- ☐ Cavities
- ☐ Mechanical or fire injury
- ☐ Cracks
- ☐ Swollen or sunken areas
- ☐ Conks

Scaffold branches

- ☒ Strong attachments
- ☒ Smaller diameter than trunk where attached
- ☐ Vertical branch distribution - one sided
- ☐ Free of included bark No - seam on one branch
- ☐ Free of decay and cavities 2 decayed stubs
- ☒ Well pruned
- ☐ Well-proportioned/proper taper
- ☐ Wound closure - still in process

☒ Deadwood or fire injury

Small branches and twigs

☒ Vigor of current shoots (compare previous growth)

☐ Well distributed throughout canopy *some bare areas - pine tree recently removed.*

☐ Appearance of buds (color, shape, size for species)

Small Branches and Twigs (continued)

☒ Presence of weak or dead twigs *some deadwood*

Foliage and/or Buds

☒ Coloration of foliage *some yellow*

☐ Nutrient status

☐ Herbicide, chemical or pollution injury

☐ Wilted or dead leaves

☐ Dry buds

☐ Presence of insects or disease (any part of tree)

Comments on health or structure: *Construction - soil grade change within dripline on adjacent property*

Species

☒ Rare in San Francisco

Size or Age

☒ Greater than typical mature size or age *100 year+*

Cultural/Historical Value

☐ Significant historical or cultural association

☐ Significant ethnic appreciation

☐ Neighborhood appreciation of tree

☐ Part of planting that defines neighborhood character

☐ Profiled in a publication or other media

Key Location

☐ High traffic area

☐ Low tree density area

☒ Extends between several properties

☐ Visually accessible from public right-of-way

Ecology

☐ Important wildlife habitat *Ravens*

☐ Part of interdependent group of trees

☐ Erosion control

☐ Wind or sound barrier

Visual characteristic

☒ Prominent landscape feature

☐ Character defining form

Additional comments

URBAN FORESTRY COUNCIL CRITERIA FOR LANDMARK TREE EVALUATION

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mike Bass
Date of evaluation: 8/7/07

Scientific name: Quercus agrifolia Common name: Coast Live Oak
Street address: 4124 23rd ST
Cross streets: Castro

Rare: ☐ Yes ☐ No ☒ Other: Uncommon
Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: _____

Size: ☒ Large ☐ Not large
Notable size compared to other trees of the same species.

Comment: ~~DBH~~ Circumference @ 8' = 8'0"
Canopy width 50'; 40' ± tall

Age: ☒ Significantly advanced ☐ Not significantly advanced
☐ Juvenile ☐ Mature ☐ Overmature ☐ Senescent
Approximate age

Comment: _____

Historical Association: ☒ Yes ☒ None apparent
Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: visual history

Ethnic appreciation: ☐ Yes ☒ None apparent

Neighborhood opinion

Visible for 23rd St

Important wildlife habitat: ☒ Yes ☐ No

Wildlife shelter and/or food (observed or potential)

Describe. Be as specific as possible.

Native tree

Interdependent group of trees: ☐ Yes ☒ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe:

Erosion control: ☐ Yes ☐ No

Tree prevents soil erosion

Describe:

?

Wind or sound barrier: ☐ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise

Describe:

Prominent landscape feature: ☐ Yes ☐ No

A striking and outstanding natural feature

Describe, attach photo if possible: Client reports tree visible from Twin Peaks,

Peaks,

Character-defining form: ☒ Yes ☐ No

Tree is an example of good form for its particular species.

Describe:

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe:

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: None apparent.

Neighborhood appreciation: ☐ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc.

Describe nature of appreciation. Attach documentation: Unknown at this time.

Planting defines neighborhood character: ☐ Yes ☐ No

Contributes to neighborhood aesthetic.

Describe contribution: _____

Profiled in a publication or other media: ☐ Yes ☒ None apparent

Tree has received print, internet, video media coverage.

Describe coverage. Attach documentation if appropriate. Be specific.

High traffic area: ☐ Yes ☒ No

High visibility, possible traffic calming effect.

Describe: _____

Low tree density: ☐ Yes ☒ No

Tree exists in a neighborhood with very few trees.

Describe: _____

Extends between multiple properties: ☒ Yes ☐ No

High visibility, multiple neighbors share tree.

Describe: _____

Accessible from public right-of-way. ☐ Yes ☒ No

High visibility.

Describe: _____

1000

1000

SAN FRANCISCO URBAN FORESTRY COUNCIL

Landmark Tree Nomination Form

Disclaimer: Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?

- An authorized nominator is a Supervisor, head of a City department or agency, Planning Commissioner, Landmarks Preservation Advisory Board member, or property owner.
- The Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board and the head of a City department or agency may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

I am one of the following authorized nominators

- ☒ Property owner
- ☐ Board of Supervisor member
- ☐ Head of a city department or agency
- ☐ Planning Commission member
- ☐ Landmarks Preservation Advisory Board member

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

Property owner:

Robert and Susan Call

Name

4124 23rd Street

Address

San Francisco, CA 94114

Address

415.823.8666

Phone (day)

415.433.5015

Fax #

robertcall@mindspring.com

Email

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department/Agency):

Name

Address

Address

Phone (day)

Fax #

Email

Received by the UFC 8-8-07

I am the property owner or an authorized nominator and I support this nomination.

Robert H. Lacey Signature
August 1, 2007 Date

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Robert H. Lacey Signature
August 1, 2007 Date

TREE DESCRIPTION

Tree name (species and common name): Quercus agrifolia, coast live oak

Number of trees: One _____

Street address: 4124 23rd Street

Location of Tree: ☐ Front yard ☒ Rear yard ☐ Side yard ☐ Corner-side yard
☐ Public right-of-way ☐ Public lands ☐ Not sure
☐ Other: _____

GPS units (OPTIONAL): _____

Height 35 - 40 feet
 Average canopy width¹ 50 feet
 Circumference at chest level² 95 inches
 Circumference at ground level³ 110 inches

1 Distance from one edge to opposite edge of tree canopy

2 Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

3 Distance around trunk on the ground where the trunk meets the soil.

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. Please check the applicable criteria boxes and provide additional information about each component. If you need more space to describe the tree, please attach additional sheets.

Species

☒ Rare

Size or Age

☒ Greater than typical mature size or age

Cultural/Historical Value

- ☐ Significant historical or cultural association with person, place, event
☐ Significant ethnic appreciation
☒ Neighborhood appreciation of tree
☐ Part of planting that defines neighborhood character
☐ Profiled in a publication or other media

Key Location

- ☐ High traffic area
☒ Low tree density area
☒ Extends between several properties
☐ Visually accessible from public right-of-way

Ecology

- ☒ Important wildlife habitat
- ☐ Part of interdependent group of trees
- ☒ Erosion control
- ☒ Wind or sound barrier

Visual characteristic

- ☒ Prominent landscape feature
- ☒ Character defining form

Tree Condition

- ☒ No apparent problems ☐ Minor problems ☐ Major problems ☐ Extreme problems

Tree Condition

- ☐ Root issues
- ☐ Mushrooms (trunk or base of tree)
- ☐ Trunk wounds or cracks
- ☐ Trunk cavities
- ☐ Broken or dead branches
- ☐ Crowded or crossing branches
- ☐ Pest or disease problem
- ☐ Previous construction that may have damaged tree

Describe how/why the tree has historical importance due to an association with a building, structure, site, street, person or event.

Describe how/why the tree has cultural, social and/or historical importance.

The tree has the physical characteristics for landmark status, and is an outstanding specimen of one of California's iconic trees. It is unusual to find such a magnificent tree in an urban back yard.

Describe how/why the tree is a defining or meaningful feature of a neighborhood.

Although it is not visible from the street, the tree is a notable feature in the views of many neighbors both on 23rd and on Alvarado Streets.

Describe how/why the tree has ecological value like wildlife habitat and erosion control.

The tree is in good health and serves as a home for birds, while preventing erosion on a fairly steep hill.

Describe any tree health or structure issues.

Several experts have told us the tree is healthy and viable..

If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (below). It is acceptable if you cannot provide some of the information requested on this form.

A photograph of the tree must be submitted with this form.

Please attach **optional** supporting documents such as letters, arborist report, etc.

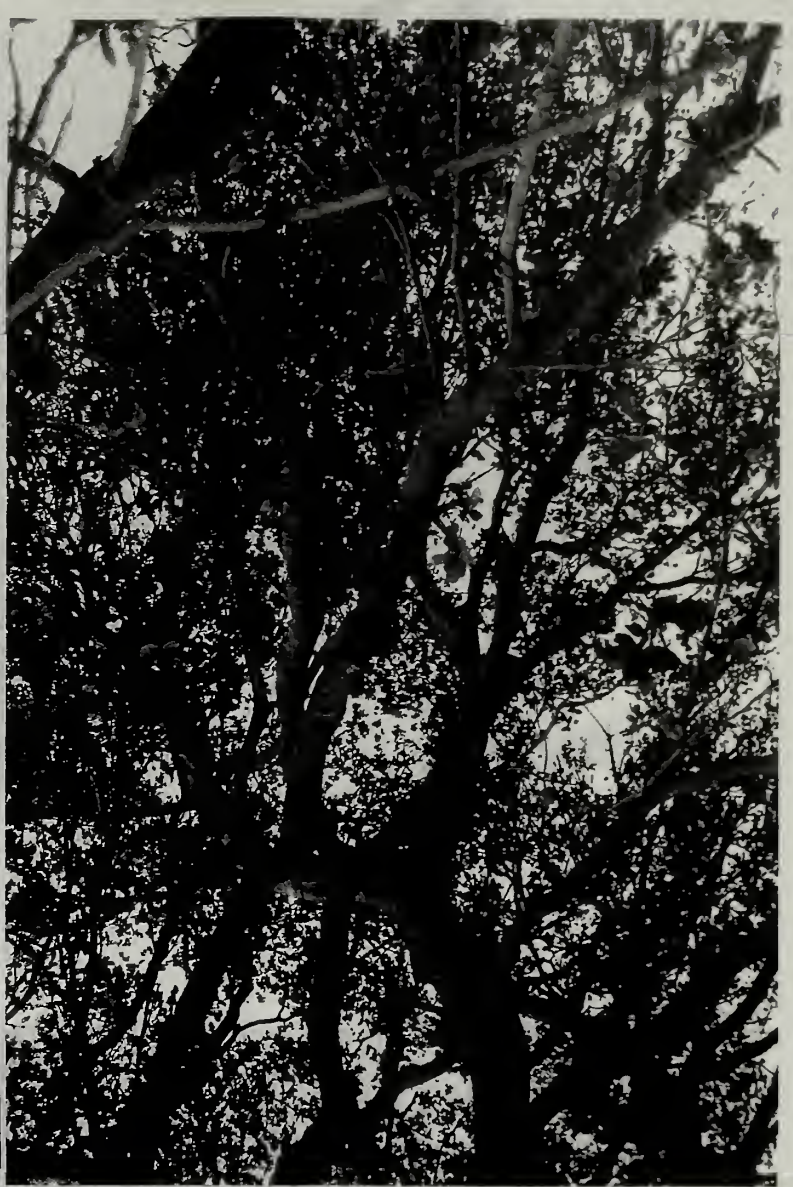
Send to: Attn: Landmark Tree Nomination, 11 Grove Street, San Francisco, CA 94102
OR environment@sfgov.org

Any information you submit will be part of the public record.

The Public Records Act defines a "public record" broadly to include "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics." Govt. Code § 6252(e). The Sunshine Ordinance defines "public information" as the content of "public records" as defined in the Public Records Act. Admin Code § 67.20(b). Pursuant to the Public Records Act and Sunshine Ordinance, this document is a public record and will be available to the public upon request, at the hearing site, at the San Francisco Main Library, and on the Urban Forestry Council's website. Admin Code §§ 8.16, 67.7 (b), and 67.21(a).

FOR STAFF USE ONLY

Application received date _____	Received by _____
Tree evaluation form _____	UFC recommendation date _____
Board of Supervisors Decision _____	
Landmark Tree # _____	
Title recorded date _____	







Castro and Cesar Chavez



from Diamond Heights

23rd and Castro

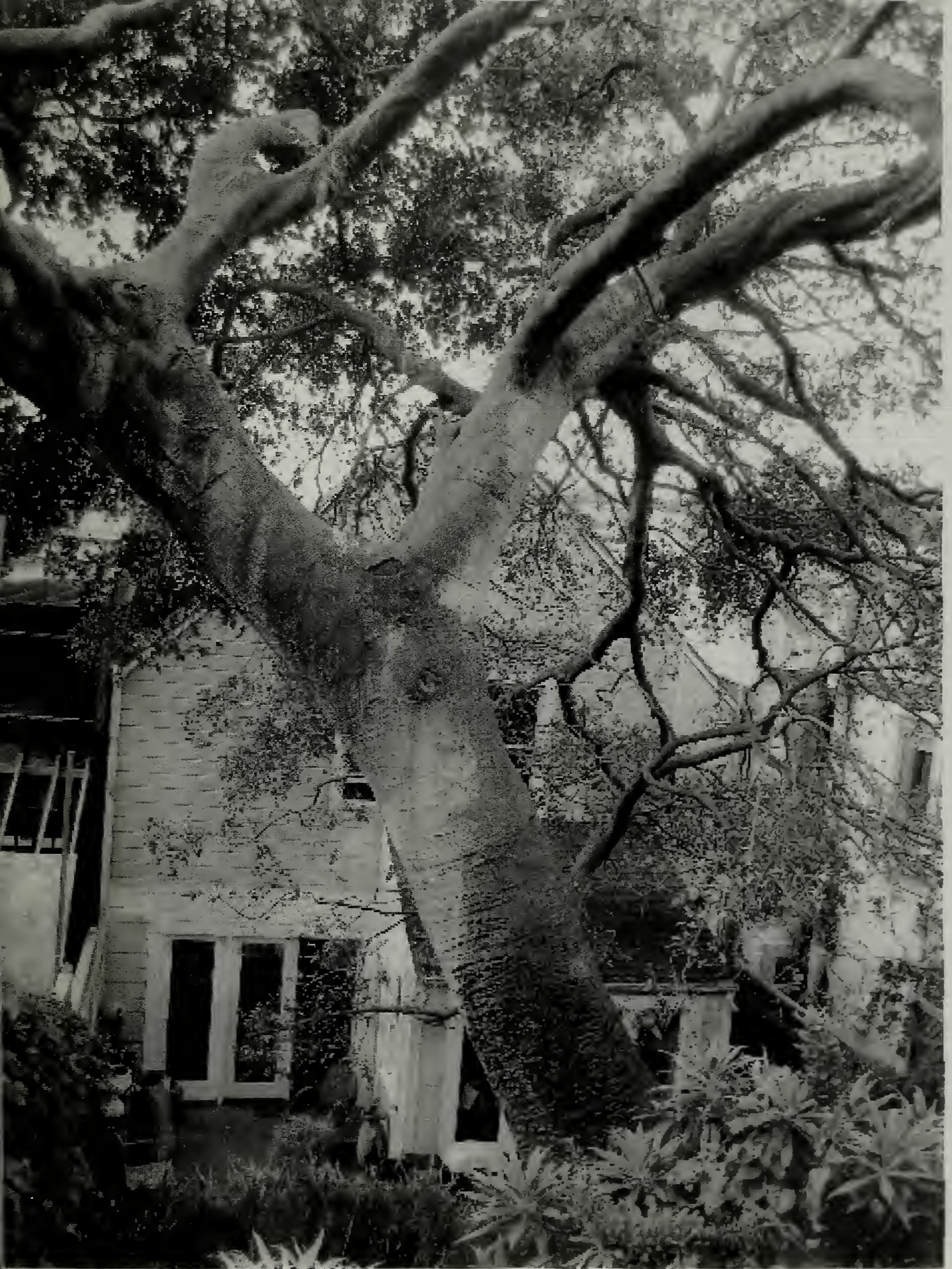


23rd and Grandview



23rd and Huron







August, 2007

Dear Council Members,

We are sorry that business travel prevents us from attending your meeting to present our tree for landmark status. As the nomination form states, the tree has the characteristics of a landmark tree. The tree has been visited and examined by arborists Tony Wolcott, Dennis Yniguez, Richard Trout, Ted Kipping, and Roy Leggitt, all of whom have described it as a healthy tree with many years of life ahead. After Bevan Dufty initially nominated the tree last fall, a meeting was held in which Boe Hayward, Grace Ma, Carla Short, AnMarie Rodgers, Keith Mather, Joseph Duffy, and Paul Sacamano visited and examined the tree and agreed that it was important that this tree be protected. There is also significant support in the neighborhood, as the attached signatures show (with more time, more signatures could be collected if needed.) We have heard no opposition to the landmarking.

Please nominate our tree for landmark status.

Best regards,



Robert and Susan Call
4124 23rd Street

October 11, 2006

To the planning commission:

I would like to nominate for landmark status the Coast Live Oak tree located in my neighbor's back yard at 4124 23rd Street.

The tree has the physical characteristics for landmark status. It is approximately 100 years old, and 40 feet high. Its canopy stretches over 50 feet, and the diameter of the trunk at breast height is 30 inches. Although it is not visible from the street, it is a notable feature in the views of many neighbors both on 23rd and on Alvarado Streets.

The tree is in good health and serves as a home for birds, while preventing erosion on a fairly steep hill.

Most importantly, it is an outstanding specimen of one of California's iconic trees.

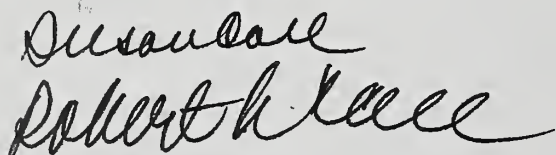
A Coast Live Oak can reach ages up to 250 years, and is tough and resilient in its natural circumstances, but can fall victim to city living, and therefore is especially needful of protection.

The property owners, who have also signed below, agree that I may place their tree in nomination. Please grant this beautiful tree Landmark status.

Sincerely,



Alison Brown
4128 23rd Street
San Francisco, CA 94114



Robert and Susan Call
4124 23rd Street
San Francisco, Ca 94114

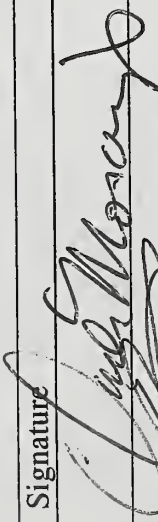


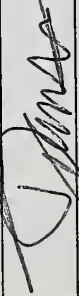



near people know the tree as part of the
~~the~~ view in their backyard and
 all others know the tree from walking in the neighborhood
Support for Landmark Oak Tree at 4124 23rd Street

I support the landmarking of the 100-year-old coast live oak in the backyard at 4124 23rd Street based on its age, size and functions. It is a habitat for birds; its roots bind the soil and prevent erosion; it is a windbreak and provides privacy for many houses in the neighborhood. It also helps soften the urban landscape.

Signature	Address	Date
<i>Peter Weverica</i>	Peter Weverica 4127 23 rd St, San Francisco, CA 94114	8/17/07
<i>Debra Taylor</i>	4107 - 23 rd Street	8/17/07
<i>Patricia Shi</i>	4100 24 th Street, SF, CA	8/17/07
<i>Jan Schuppen</i>	St. Philips Church	8-17-07
<i>Rory O'Shea</i>	St. Philips Church	8-17-07
<i>Roxie Maloney</i>	St. Philips Church	8/17/07
<i>Cathy Forchione</i>	649 Diamond St.	8/17/07
<i>Jim O'Shea</i>	649 Diamond St	8/17/07
<i>Gina Aronowicz</i>	4159 24 th St SF 94114	8/17/07
<i>John T...</i>	JUAN PINEDA 4140 23RD ST 94114	8/17/07
<i>Mike K...</i>	Eileen Korem, 46 Grand View Terr 94114	8/17/07

Support for Landmark Oak Tree at 4124 23rd Street

I support the landmarking of the 100-year-old coast live oak in the backyard at 4124 23rd Street based on its age, size and functions. It is a habitat for birds; its roots bind the soil and prevent erosion; it is a windbreak and provides privacy for many houses in the neighborhood. It also helps soften the urban landscape.

Signature	Address	Date
	4114 23rd Street, SF 94114	8/17/07
	164 MARVIEW WAY SF 94131	8-17-07
	1026 Castro St SF 94114	8/17/07
	1026 Castro SF 94114	8-17-07
Francis Levin	601 Alvarado 94114	8-17-07
 S. JOHNSON	615 alvarado. 94114	8-17-07
	569 Diamond 94114	8.17.07
	569 Diamond 94114	8-17-07
Steve Mathew	73 Chatterbox St 94114	8-17-07

Support for Landmark Oak Tree at 4124 23rd Street

I support the landmarking of the 100-year-old coast live oak in the backyard at 4124 23rd Street based on its age, size and functions. It is a habitat for birds; its roots bind the soil and prevent erosion; it is a windbreak and provides privacy for many houses in the neighborhood. It also helps soften the urban landscape.

Signature	Address	Date
<i>[Signature]</i>	4147 23 rd St, SF, 94114	8/19/2007
<i>[Signature]</i>	4128 - 23 rd St SF 94114	8/21/2007
<i>[Signature]</i>	4128 23 rd St, SF 94114	8/21/2007
Lynn Thompson	4136 23 rd St. SF 94114	8/21/07
Dix B. Zappa	348 Church St. #302 SF 94114	8/21/07
Adrian Gutierrez	209 Tingey St. SF 94112	8/21/07
Diane Andrews-Hill	4131 23 rd St SF 94114	8/21/07



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE August 28, 2007

ITEM NO. 5

URBAN FORESTRY COUNCIL

AGENDA PACKET CONTENTS LIST*

☒ Notice of Proposed Bylaws Amendment

☒ Draft Resolution Amending Bylaws

☐☐☐☐☐☐☐☐☐☐☐☐

***This list reflects the explanatory documents provided.**

36

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF AUGUST 28, 2007, 5:30 P.M.
CITY HALL, ROOM 416**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending the meeting schedule for the full Council and its Committees. In addition, the following proposed sections will be voted on for amendment as follows: Article VIII – Committees, Section 4: Standing Committees, Section 5: The Planning and Policy Committee, Section 6: The Funding Committee, and Section 7: The Landmark Tree Committee are proposed for amendment as follows:

Section 4: Standing Committees

The Council shall have ~~two~~ three standing committees: (1) Planning and ~~Policy Funding~~; (2) ~~Funding~~, and (3) 2 Landmark Tree. Each committee shall have seven ~~five~~ members. The Planning and ~~Policy Funding~~ Committee shall meet on the third Thursday of each month from 4 pm to 5:30 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Wednesday of that month in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco. ~~The Funding Committee shall meet bi-monthly on the Fourth Tuesday of January, March, May, July, September and November at 12 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Tuesday in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco.~~ The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF Environment's website.

Section 5: The Planning and ~~Policy Funding~~ Committee

The Planning and ~~Funding~~ Policy Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) ~~It will make recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, and navigating and overseeing the development of a comprehensive Urban Forestry Plan for the City and County of San Francisco. Moreover, the Planning and Policy Committee will outline and draft an overall plan for the health and well being of San Francisco's urban forest within one year of the committee's creation, for approval and adoption by the full Council.~~ (3) The Planning and Policy Committee will review the Urban Forestry Plan on an annual basis thereafter and will make recommendations for any changes to the full Council for adoption; (4) ~~The Funding Committee shall make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and~~

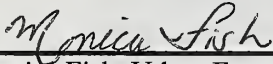
on securing and encouraging commitment of adequate resources for tree programs. ~~(5) The committee will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forestry activities, and determine whether there are opportunities to improve efficiency and eliminate possible redundancies among managing agencies through citywide coordination of tree operations. Moreover, the Funding Committee will develop a citywide budget for the health and well being of San Francisco's Urban Forest within six months of the committee's creation, for approval and adoption by the Full Council. The Funding Committee (6) will review the Urban Forest Budget on an annual basis thereafter, and will make recommendations for any changes to the full Council for adoption.~~

Section 6: The Funding Committee

Section 6.7: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

This is to certify that the above notice was issued and posted on August 13, 2007



Monica Fish, Urban Forestry Council Secretary

1 [Amendment of Urban Forestry Council Bylaws.]

2
3 **Resolution amending the Urban Forestry Council's Bylaws to amend its meeting**
4 **schedule and Committee structure.**

5 WHEREAS, The Urban Forestry Council at its August 28, 2007 meeting considered
6 and approved combining the functions of the Planning and Funding Committees into one
7 Committee that will be called the Planning and Funding Committee; and

8 WHEREAS, The Urban Forestry Council voted to approve revision of its Bylaws to
9 reflect the consolidation of functions of the two Committees into one Committee; now,
10 therefore, be it

11 RESOLVED, the Bylaws Article VIII – Committees, Section 4: Standing Committees,
12 Section 5: The Planning and Policy Committee, Section 6: The Funding Committee, and
13 Section 7: The Landmark Tree Committee are amended to read as follows:

14
15 Section 4: Standing Committees

16 The Council shall have two ~~three~~ standing committees: (1) Planning and ~~Policy~~
17 Funding; ~~(2) Funding~~, and ~~(3-2)~~ Landmark Tree. Each committee shall have seven ~~five~~
18 members. The Planning and ~~Policy-Funding~~ Committee shall meet on the third Thursday of
19 each month from 4 pm to 5:30 pm, except in the case of a City-recognized holiday, when the
20 meeting shall be held on the following Wednesday of that month in the Department of the
21 Environment's ground floor conference room located at 11 Grove Street in San Francisco.
22 ~~The Funding Committee shall meet bi-monthly on the Fourth Tuesday of January, March,~~
23 ~~May, July, September and November at 12 pm, except in the case of a City-recognized~~
24 ~~holiday, when the meeting shall be held on the following Tuesday in the Department of the~~
25 ~~Environment's ground floor conference room located at 11 Grove Street in San Francisco.~~

1 The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City
2 Hall, Room 421 in San Francisco. This information shall be posted on SF Environment's
3 website.
4

5 Section 5: The Planning and Policy-Funding Committee

6 The Planning and Funding Policy Committee shall make recommendations to the
7 Council on project plans for major publicly sponsored developments and civic improvements
8 and changes of the public right of way as they impact trees. The Committee shall (1) examine
9 and make policy recommendations to the Council regarding other urban forest and tree
10 issues; (2) ~~It will~~ make recommendations to the Council regarding facilitating an assessment
11 (inventory) of the current condition of the Urban Forest, ~~and navigating and overseeing the~~
12 ~~development of a comprehensive Urban Forestry Plan for the City and County of San~~
13 ~~Francisco. Moreover, the Planning and Policy Committee will outline and draft an overall plan~~
14 ~~for the health and well being of San Francisco's urban forest within one year of the~~
15 ~~committee's creation, for approval and adoption by the full Council. (3) The Planning and~~
16 ~~Policy Committee will~~ review the Urban Forestry Plan on an annual basis ~~thereafter and will~~
17 make recommendations for any changes to the full Council for adoption-, (4) ~~The Funding~~
18 ~~Committee shall~~ make recommendations to the Council on funding opportunities and staffing
19 needs, on opportunities for urban forest programs and on securing and encouraging
20 commitment of adequate resources for tree programs-, (5) ~~The committee will also review~~
21 urban forestry program budget priorities and make recommendations about Urban Forestry
22 funding requirements to the full Council; investigate and pursue funding options for various
23 urban forestry activities, ~~and determine whether there are opportunities to improve efficiency~~
24 ~~and eliminate possible redundancies among managing agencies through citywide~~
25 ~~coordination of tree operations. Moreover, the Funding Committee will develop a citywide~~

1 ~~budget for the health and well being of San Francisco's Urban Forest within six months of the~~
2 ~~committee's creation, for approval and adoption by the Full Council. The Funding Committee~~
3 ~~(6) will review the Urban Forest Council's Budget on an annual basis thereafter, and will make~~
4 recommendations for any changes to the full Council for adoption.

5
6 ~~Section 6: The Funding Committee~~

7
8 Section 6 7: The Landmark Tree Committee

9
10 The Landmark Tree Committee shall make preliminary recommendations to the
11 Council on nominated trees proposed for landmark status. The Committee shall conduct
12 individual site visits, complete evaluation forms to review at regular monthly meetings as
13 nominations are received, and vote on landmark tree nominations to present to the full
14 Council for their consideration and adoption. It will prepare a written summary of the
15 evaluation forms and include individual evaluation forms to present to the full Council for
16 review. The Chair of the Committee shall verbally report on the written summary at Council
17 meetings.

18
19 I hereby certify that this Resolution was adopted at the Urban Forest Council's Regular
20 Meeting on August 28, 2007.

21
22

Monica Fish, Council Secretary

23 VOTE:

24 Ayes:

25 Noes:

Absent:



SF Environment
Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE August 28, 2007

ITEM NO. 6

URBAN FORESTRY COUNCIL
AGENDA PACKET CONTENTS LIST*

- ☒ Legal Requirements for Political Activity by City Officers and Employees
- ☐
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*This list reflects the explanatory documents provided.

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DENNIS J. HERRERA
City Attorney

MEMORANDUM

TO: ALL ELECTED OFFICIALS
ALL BOARD AND COMMISSION MEMBERS
ALL DEPARTMENT HEADS

FROM: DENNIS J. HERRERA *DJH*
City Attorney

DATE: August 23, 2006

RE: Political Activity By City Officers and Employees

As the November general election approaches, the City Attorney's Office would like to take the opportunity again to remind City officers and employees of the laws that restrict their use of City resources for political activities. To this end, I am providing to you this information sheet, which outlines the basic rules and principles governing the political activities of City officers and employees. These materials are intended as a general guide and are not a substitute for legal advice. Please contact the City Attorney's Office with any questions related to these materials or participation in political activities.

Misuse of City Resources and Personnel

State law prohibits government employees from using City resources to support or oppose a ballot measure or the election or defeat of a candidate at the federal, state, or local level. Local law also prohibits City officers and employees from engaging in political activity during working hours or on City premises.

- **What is a misuse of City resources?**

Any use of City resources or personnel for political activity is prohibited. This ban prohibits any use of telephones, copiers, fax machines, computers, office supplies or any other City resources for political purposes. City personnel's time and attention may not be diverted from their City duties for political purposes. Addressing envelopes, circulating petitions, making telephone calls, or engaging in similar types of campaign activity on City time is prohibited.

Example: On his lunch hour, a City employee uses his City computer to send invitations to a fundraiser for a candidate. The employee has misused City resources by using his City computer for political activity. The fact that he was on his lunch hour does not matter.

- **May a Board or Commission take a position on a ballot measure?**

The prohibition on use of City resources for political activity also means that City officers and employees may not use their official positions to influence elections. Thus,

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TO: ALL ELECTED OFFICIALS
ALL BOARD AND COMMISSION MEMBERS
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appointed boards and commissions may not vote to endorse a measure or a candidate.¹ Nor may City officials distribute campaign literature at City events or include campaign literature in official mailings to employees or members of the public.

Example: Members of a City Commission feel strongly about the merits of a measure appearing on the ballot that relates to matters within their jurisdiction. The Commission may not vote on a resolution to support or oppose the ballot measure because the use of the City's resources necessary to facilitate the vote would constitute a misuse of City resources for political activity. The Commission may ask staff for information about the impact of the ballot measure on the City and individual commissioners may support or oppose the measure on their own time using their own resources.

- **May City officers and employees analyze a ballot measure's effects?**

City officers and employees may lawfully use City resources (where budgeted for such a purpose) to investigate and evaluate objectively the potential impact of a ballot measure on City operations. The analysis may be made available to the public.

Example: A City Department wants to inform its Commission about the potential impacts on the Department if a ballot measure passes. If the Department has money budgeted for the purpose, the Department may research the potential impact of the measure and present objective information to the Commission. The analysis may also be made available to the public.

- **May City officers and employees respond to inquiries about a measure?**

City officers and employees may respond to public requests for information, including requests to participate in public discussions about ballot measures, if the officer's or employee's statements are limited to an *accurate, fair, and impartial* presentation of relevant facts to aid the voters in reaching an informed judgment regarding the measure.

Example. A City Department wants to prepare a powerpoint presentation about a ballot measure explaining the Department's view that the measure could have a significant negative impact on the City. Any such presentation must be limited to an accurate, fair and impartial presentation of the relevant facts.

¹ In contrast to appointed Commissions and Boards, the legislative body of the City and County may take a position on a ballot measure.

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- **What is an objective and impartial presentation?**

Courts will evaluate materials prepared or distributed by a public entity in terms of whether they make a balanced presentation of facts designed to enhance the ability of the voters intelligently to exercise their right to vote, or whether the communications promote a particular position for or against a ballot measure. City officers and employees who are considering providing the public with an informational presentation regarding a ballot measure should consult in advance with the City Attorney's Office.

- **What are the penalties for violating the law?**

Courts may impose considerable penalties for violation of these laws. Under State law, misappropriating public funds is a felony punishable by imprisonment and a ban on holding public office in the State. Under local law, use of City funds for political or election activities also may be deemed official misconduct that justifies removal of a public officer, or cause to fire a public employee. The conduct of City officers and employees also may risk liability for the City. For example, the Fair Political Practices Commission ("FPPC") fined the County of Sacramento \$10,000 for failing to report the use of public funds to prepare and distribute pamphlets on pending ballot measures.

Off-Duty Political Activities By City Officers and Employees

City officers and employees have a First Amendment right to engage in political activities while off duty. As a general rule, officers and employees may take a public position, as private citizens, on an electoral race or a ballot measure. Federal law imposes some restrictions on the political activities of local employees whose principal employment is in connection with federally funded activity. San Francisco also restricts the off-duty political activities of certain officers and employees, including the Ethics and Election Commissions and their employees, and the City Attorney. Finally, local law imposes some off-duty restrictions on all City officers and employees.

- **May City officers and employees use their official titles in campaign communications?**

As long as they are not otherwise using City resources to do so, City officers and employees may use their official titles in campaign communications. But it must be clear from the tenor and nature of the communication that the City officer or employee is making the communication in his or her personal capacity and that his or her title is being used for identification purposes only.

- **May City officers and employees solicit campaign contributions from other City officers and employees?**

City officers and employees may not directly or indirectly solicit campaign contributions from other City officers or employees or from persons on City employment lists. This prohibition does not preclude a City officer or employee from requesting campaign contributions

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from other City officers or employees if the request is part of a solicitation made to a significant segment of the public that may include officers or employees of the City and the requestor does not use City resources in making the solicitation.

Example. An incumbent City officer sends an invitation to a fundraiser to a list of all graduates from the local college she attended. A number of City employees, who also happened to attend that college, receive invitations. Although the officer sent the solicitation to some City employees, the solicitation is lawful because it was made to a significant segment of the public that included City employees.

- **May City officers and employees engage in political activities on City premises?**

City officers and employees may not participate in political activities of any kind while on City premises. For the purposes of this prohibition, the term "City premises" includes all City property other than property that is made available to the general public to use for political purposes.

Example. A City employee seeks endorsements for the employee's candidacy for a political party's central committee in the hallways of City Hall. This activity violates the ban on political activity on City premises because it is being done inside City Hall, which is City property that is not made available to the general public for political purposes. Conversely, if the City employee engages in this same activity on the steps of City Hall, the employee would not violate the ban on political activity because the steps of City Hall are made available to the general public to use for political purposes.

- **May City officers and employees engage in political activities while in uniform?**

City officers and employees may not participate in political activities of any kind while in uniform. For the purposes of this prohibition, a City officer or employee is in uniform any time he or she is wearing all or any part of a uniform that he or she is required or authorized to wear when engaged in official duties.

- **What are the penalties for violating these laws?**

A knowing or willful violation of these laws is a misdemeanor, which could result in fines of up to \$10,000 per violation and incarceration in the county jail for up to one year. Violations of these laws may also subject an individual to civil and administrative penalties of up to \$5,000 per violation.

OTHER ELECTION RELATED LAWS

The following laws frequently present questions during an election period:

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Mass Mailings at Public Expense

In addition to the general prohibition against using public resources or personnel to engage in political activity, City officers and employees are prohibited from sending at public expense, non-political newsletters or mass mailings that feature or make reference to an elected official. A non-political newsletter or mass mailing is prohibited if all of the following four requirements are met:

- **Sent or delivered.** The item is sent or delivered by any means to the recipient at his or her residence, place of employment or business, or post office box.

- **Features an elected official.** The item sent either features an elected officer affiliated with the agency that produces or sends the mailing, or includes the name, office, photograph, or other reference to an elected officer affiliated with the agency that produces or sends the mailing, and is prepared or sent in cooperation, consultation, coordination, or concert with the elected officer.

- **Paid for with public funds.** Any of the cost of distribution is paid for with public moneys or costs of design, production, and printing exceeding \$50 are paid with public money, and the design, production, or printing is done with the intent of sending the item other than as permitted by this regulation.

- **More than 200 items in a single month.** More than 200 substantially similar items are sent in a single calendar month.

Taken literally, this prohibition would preclude any large mailing at public expense, including many mailings essential to the operation of government, such as tax notices, sample ballots, and meeting agendas. To avoid this result, the FPPC has promulgated clarifying regulations that exempt certain types of mailings. For example, the prohibition does not apply to press releases and intra-office communications. Please check with the City Attorney's office if you have any questions about the mass mailing rule.

Campaign Contributions

In addition to generally applicable campaign finance laws, City officials should be aware of two important restrictions on campaign contributions that relate to government decisionmaking. The first is San Francisco's restriction on City contractors making contributions to officials who approve their contracts. The second is California Government Code section 84308, which restricts the solicitation of campaign contributions by appointed members of boards and commissions. These two provisions are discussed below.

- **May a City contractor give a campaign contribution to a public official who approves the contract?**

Local law restricts the ability of a person or entity that contracts with the City to make a campaign contribution to a City elective officer if the contract would require approval by that

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officer. The contractor may not make a campaign contribution to the officer at any time from the commencement of negotiations for the contract until either: (1) negotiations are terminated and no contract is awarded; or (2) three months have elapsed since the award of the contract.

- **May members of appointed boards and commissions solicit contributions from persons in a proceeding pending before them?**

Members of appointed boards and commissions may not solicit, accept or direct campaign contributions of more than \$250 from any party to or participant in any use entitlement proceeding pending before the board or commission, *during the proceeding or for three months after the final decision is rendered* in the proceeding. The prohibition does not apply to a body, such as the Board of Supervisors, whose entire membership is elected. But the prohibition would apply to members of the Board of Supervisors when they sit as members of an appointed body.

This rule applies whether the contributions are sought for the official or for someone else, and whether the contributions come directly from the party or participant, or are made by an agent acting on behalf of the party or participant. The prohibition applies to contributions for candidates or ballot measures in federal, state, or local elections.

An official does not violate this rule if the official makes a request for contributions in a mass mailing sent to members of the public, to a public gathering, in a newspaper, on radio or television, or in any other mass medium, provided it is not targeted to persons who appear before the board or commission. An official does not engage in a solicitation solely because his or her name is printed with other names on stationery or letterhead used to ask for contributions.

- **What is a "use entitlement proceeding?"**

A "use entitlement proceeding" is a government action granting, denying, revoking, restricting or modifying a license, permit, or other entitlement for use. Use entitlement proceedings include proceedings on all business, professional, trade and land use licenses and permits, as well as other entitlements for land use, all contracts (other than competitively bid, labor or personal employment contracts) and all franchises. Decisions on general plans, general building or development standards, or other rules of general application are not use entitlement proceedings.

- **Who is a party or participant?**

A "party" is a person, including a business entity, who files an application for, or is the subject of a use entitlement proceeding. A "participant" is any person who is not a party to a proceeding but who: (1) actively supports or opposes a particular decision (*i.e.*, lobbies the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence the decision of the officers of the agency); and (2) has a financial interest in the decision. An "agent" is an individual who represents a party or participant in a proceeding. If an individual agent is also acting as a member of a law, architectural, engineering or consulting firm, or a similar entity, both the entity and the individual are considered agents.

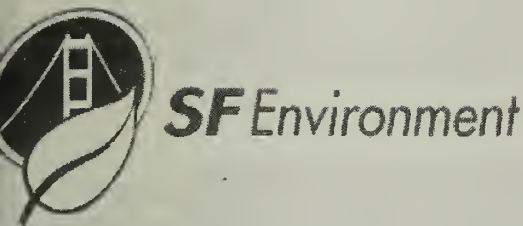
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- **When is a member of an appointed board or commission disqualified from proceedings involving a contributor?**

A member of an appointed board or commission may not participate in any use entitlement proceeding involving a party or participant (or their agent) from whom the official received a contribution of more than \$250 in the 12 months before the proceeding. The \$250 threshold applies to the combined total of all contributions from the party or participant and from an agent of the party or participant. Disqualification is required only if the official received a contribution for himself or herself in the 12 months before the proceeding. Soliciting contributions before a proceeding begins does not, by itself, require disqualification.

A member of an appointed board or commission may avoid disqualification if he or she returns the contribution (or the portion in excess of \$250) within 30 days of learning of the contribution and the pendency of a use entitlement proceeding involving the contributor. Before the body renders a decision in a use entitlement proceeding, members of appointed boards and commissions must disclose on the record all campaign contributions totaling more than \$250 received in the preceding 12 months from parties to or participants in the proceeding. If there is a public hearing, the official must make the disclosure on the public record at the beginning of the hearing. If no public hearing is held, the disclosure must be included in the written record of the proceeding.



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

**Tuesday, August 28, 2007 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

DOCUMENTS DEPT.

SEP - 4 2007

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- 1. Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 5:39 p.m. Present: Chair Milne; Members Blair, Boss, Cohen, Griswold, Miller, Quirke (6:10 p.m.), Rodgers, Sherk, and Short. Excused: Members Habert, Marks, Nervo and Sustarich.
- 2. Adoption of Minutes of the July 27, 2007 Urban Forestry Council Regular Meeting.** Upon Motion by Council Member Cohen and second by Council Member Blair, the July 27, 2007 Meeting Minutes were approved without objection (Absent: Members Habert, Marks, Nervo, Quirke, and Sustarich) (Explanatory Document: Approved Minutes of the July 27, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=65674). (Discussion and Action)
- 3. Rodent and Vegetation Control.** Ms. Helen Zverina, Department of Public Health will explain the Department of Public Health policy for managing vegetation when rodent control is needed. Council members may ask questions and discuss management options (Informational Presentation and Discussion). (Explanatory Document: DPH Presentation (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/SFDPHPresentation082807.pdf>)

Sponsor: Member Mike Boss

Presenter: Ms. Helen Zverina, Department of Public Health

Council Member Mike Boss stated that the reason this item is before the Council has to do with observations that were made on a situation close to his house where trees and vegetation had been cut down because of orders received by the Health Department to clear the lots due to a neighbor's complaint about rats. Member Boss explained that crews were diligently working cutting down all of these trees and the area was left nice and tidy to bare ground. This lot is owned by a developer who didn't want problems, saw the order to clear vegetation and interpreted it in this particular matter. Member Boss stated that he had seen the Department of Public Health's order and it did not say to cut everything to the ground or remove all vegetation; but there were no other instructions other than to clear overgrowth. It was explained that the neighbor's property is now getting flooded for the first time in 40 years because there is no vegetation to absorb the runoff water. Three or four months after, there is a canopy of aggressive pioneer weeds causing a nuisance.

Member Boss discussed another situation on a proposal that was presented to the Urban Forestry Council to landmark a tree on 729 - 27th Avenue where there was a dispute among neighbors about whether a holly tree was going to be cut down. In listening to the hearing, the neighbors complained to the owners of the tree that they were not taking care of their property. The Health Department came out and issued the property owner an order to clear the vegetation, and so they clear-cut their yard as a result of this order. The neighbors then complained that she was a butcher cutting down all the trees, and that is why they wanted to landmark the holly to prevent her from cutting it down. Member Boss explained that the Urban Forestry Council values the urban forest as a special resource and discussed all of the benefits of the urban forest as explained in the Urban Forest Plan. It was stated that these are two situations that the Health Department did a good job but it resulted in forfeiting an urban forestry goal for the city. Member Boss asked for a presentation on the Health Department's practices and offered to work with the department so their goals do not end up forfeiting other city goals.

Ms. Helen Zverina, Senior Environmental Health Inspector reported that the Department of Public Health (SFDPH) is enforcing the Health Code that a property is to be maintained free of public nuisances that affect neighbors and the neighborhood, not just a personal living space. The Health Code defines one of the nuisances as vegetation overgrowth, which provides a habitat for vectors of disease; e.g., rodents, mosquitoes, raccoons, and skunks. Ms. Zverina discussed when a yard or open space is considered to be in compliance with the Health Code; e.g., regular visits to assess conditions and do maintenance, regular litter and refuse removal; no standing water source for mosquitoes to breed; items should be stored so they do not provide food, water, or harborage for rodents or mosquitoes; and fruit and other produce are promptly harvested (see explanatory document above). It was stated that when the property is not maintained with these guidelines, it would soon become a "public health nuisance" affecting neighbors and resulting in a "notice of violation" (NOV) for vegetation overgrowth issued by SFDPH. It was explained that notices are not usually issued about trees except in a situation when a tree is overhanging a roof and there are rats around. They will ask that trees be trimmed away from the building. An order has never been given to remove a tree and people are cautioned not to harm a tree, just to prune it back. It is not a policy to tell people that they can't clear the lot if that is what they choose to do, but they do not advise it on steep hillsides. It was explained that the NOV notices are complaint driven.

Ms. Zverina explained the difference between an "eyesore" versus a "public health nuisance" where a neglected property may be an eyesore but not a nuisance as defined by the SFDPH code. If a complaint is received, the property owner or tenants receive a letter from SFDPH informing them that a complaint was received and that corrections should be made. However, compliance is voluntary and there is no follow-up or enforcement. It was explained that if grass is only knee high, it is not a health violation. Other jurisdictions have set their standard at 12 inches. San Francisco considers knee high about two feet. If the grass is two feet high, then a notice is sent out and then followed up with enforcement that can even go as far as the City Attorney's Office, even in the case of a weedy lot. After a hearing, the Department of Public Works (DPW) may be asked to clear the lot and they usually go to the ground. Ms. Zverina recommended that DPW be part of the discussion on this topic.

Ms. Zverina stated that control of a rodent infestation is likely to require additional outdoor control measures on more than one parcel of property, including City-owned land; e.g., measures that include heavy pruning of vines, ground cover, brambles and shrubbery; trimming tree branches that give access to structures; clearing fences of vegetation; installing shields that prevent rats from climbing trees; clearing the ground around foundations, etc. It was explained that part of their job is

to educate people on their responsibilities to maintain their property so it does not cause a nuisance for the neighbors and the entire neighborhood.

It was stated that there are responsible property owners that do a great job and people who like to do gardening. The problem is usually caused when the property owner is not on sight.

Chair Milne asked if the Department visits a site first before issuing an order or a letter. Ms. Zverina confirmed that was the case. Chair Milne suggested that for properties that have trees, to underline the fact in the order that trees should not be harmed or taken out. Ms. Zverina stated that was a good suggestion.

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Council members discussed contacting Ms. Zverina with their suggestions for language to the notice and handout.

4. **Hearing on Nomination for Landmark Tree Status.** The Council will hold a hearing to determine whether the **Coast Live Oak Tree located at 4124 – 23rd Street** meets the criteria for designation as a landmark tree (Explanatory Documents: Nomination form (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/LandmarkTreeNominationForm412423rdSt.pdf>, Landmark Tree Committee Evaluation Forms (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/EvaluationForms.pdf>, Written Summary of Findings (Word) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/QueAgr4124-23rdStWrittenSummary.doc>, Pictures (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/412423rdStPictures.pdf>, Supporting Letters and Petition (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/412423rdStSupportingDocs.pdf>) (Discussion and Action).

At the conclusion of the hearing, the Council will vote on whether to approve or reject the nomination and shall adopt written findings to support its decision. The Council will forward approved nominations to the Board of Supervisors for further consideration.

Presenter: Landmark Tree Committee Chair Mike Boss

Member Boss reported that the Landmark Tree Committee held a hearing on August 14 and voted 3-0 to approve landmark status on this tree with findings outlined in the "Written Summary of Findings" explanatory document and added an additional finding of significant neighborhood appreciation based on the neighborhood petition with 27 signatures to support landmark tree status.

Public Comment: Mr. Tom Lucchini read a statement from Robert and Susan Call, the property owners, who were unable to attend the meeting:

The tree has already been visited and examined by a number of arborists (names were stated), all of who have described the tree as a healthy tree with many years of life ahead. After Supervisor Bevan Duffy initially nominated it last fall, a meeting was held in which Bo Hayward, Grace Ma, Carla Short, AnMarie Rodgers, Keith Mather, Joseph Duffy, and Paul Sacamano visited the tree and agreed that it was important that it be protected. There is also significant neighborhood support as evidenced by the petition and wishes there was more time to gather more signatures. So far, there has been no opposition to the landmarking and is hoping the Council will grant landmark tree status.

Member Cohen recommended being careful when checking the "Age-Significantly Advanced" category on the Evaluation Criteria Form and discussed the clarity of the subcategories under the

Age field. Member Cohen suggested checking "mature" instead of significantly advanced for this tree.

Upon Motion by Vice-Chair Quirke and second by Member Rodgers, the Council approved landmark tree status for the Coast Live Oak Tree located at 4124 – 23rd Street without objection. (AYES: Members Milne, Blair, Boss, Cohen, Griswold, Miller, Quirke, Sherk, Rodgers, and Short; NOES: None; ABSENT: Members Habert, Nervo, Marks, and Sustarich).

Upon Motion by Member Boss and second by Member Short without objection, Council Members approved the Motion that would be forwarded to the Board of Supervisors for endorsement with the following findings:

- The tree is uncommon in San Francisco
- The tree was notably large for a tree of the species in SF, and had a majestic canopy
- As a tree species native to San Francisco, the tree had natural historical value
- The tree was visible from several viewpoints, near (e.g. the nearest corner at 23rd Street and Castro) and far (from Twin Peaks)
- As a tree species native to San Francisco, it is important for wildlife habitat
- The tree had character-defining form, and was a fine example of the species
- The tree was in good condition
- Significant neighborhood appreciation

5. **Urban Forestry Council Bylaws Amendment**--Council members will discuss and vote on a possible Bylaws change Resolution to combine the functions of the Planning and Policy and Funding Committees and vote on additional recommendations for changes to the Council's/Committees' meeting schedule and structure. (Explanatory document: Draft Resolution for proposed Bylaws change (Word)
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/File2007-09-UFCAmendBylaws.doc> and Notice of Proposed Bylaws Amendment (PDF)
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/BylawsChangeNotice.PDF>) (Discussion and Action)

Sponsor & Presenter: Chair Terry Milne

Chair Milne stated that this item was discussed at the previous meeting because the Department of the Environment was interested in condensing the Council's meetings. It was stated that the Funding Committee does not have a lot of activity and the Planning and Policy Committee meets regularly. Chair Milne explained that the other consideration would be to vote on increasing membership to each Committee to seven members from five in order to enable most members to participate in committee work and for meeting quorum purposes.

Upon Motion by Member Boss and second by Member Rodgers, an amendment to Resolution No. 2007-09-UFC to change the Committee membership from seven to five members and to approve consolidation of the two Committees **DID NOT PASS** (VOTE: 6-4) AYES: Members Boss, Cohen, Miller, Quirke, Rodgers, and Short; NOES: Members Milne, Blair, Griswold, and Sherk; Absent: Members Habert, Nervo, Marks, and Sustarich; 1 Vacant.

Upon Motion by Member Miller and second by Vice-Chair Quirke, an amendment to Resolution No. 2007-09-UFC to change the Planning and Funding Committee membership to seven members, to

keep the Landmark Tree Committee membership at five members, and to approve consolidating the Planning and Policy and Funding Committee into one committee, the "Planning and Funding" Committee was **APPROVED** without objection. All AYES 10-0. Absent: Members Habert, Nervo, Marks, and Sustarich; 1 Vacant.

6. Political Activity by City Officers and Employees Memorandum and the November 2007

Ballot Measure: "Parking for Neighborhoods Initiative." The Council will discuss legal requirements for political activity by City Officers and Employees as it relates to opposing or supporting ballot initiatives. (Explanatory Document: "Political Activity by City Officers and Employees" Memorandum (PDF)

<http://www.sfgov.org/site/uploadedfiles/cityattorney/opinions/2006-NOV-POLI.PDF>) (Discussion)

Sponsor & Presenter: Chair Terry Milne

Chair Milne reported that the Deputy City Attorney has advised that the Council cannot vote to support or oppose ballot initiatives once they are placed on the ballot. The Council can vote if it were not a ballot initiative. Chair Milne stated that the City Attorney's Office "Political Activity by City Officers and Employees" memorandum that outlines legal requirements is included in the packet (see explanatory document above). Chair Milne stated there has been a de-emphasis of support for this measure and it is not going to be campaigned for. There are several neighborhood groups in the City that are actively campaigning against it, and a substitute initiative will be on the ballot that encompasses parking issues that is supposed to override Proposition H.

Vice-Chair Quirke stated that the City Attorney's memorandum references Commissions, and asked whether the memo would encompass the Council. Council Secretary Fish advised that the memorandum references Boards and Commissions. Chair Milne stated that since the question was asked directly to the City Attorney's Office in the context of the Council, that it would apply to the Council. Member Short stated that the Council has appointed members and the memo applies to any appointed Board or Commission. It was explained that page 2 of the memo, the top example is what applies to the Council directly (see explanatory document above page 2). The memo also states that information can be asked for, a discussion can be held, and individual Commissioners can support or oppose the measure on their own time with their own individual resources so they are not limited in that way.

7. Process for Monthly Reports/Updates to the Board of Supervisors. The Council will discuss ideas for providing updates and monthly reports on their activities to the Board of Supervisors (Discussion).

Sponsors & Presenters: Member Carla Short and Vice-Chair Kelly Quirke

Member Short reported that the Planning and Policy Committee members discussed a process for supplying the Board of Supervisors with monthly reports/updates as a result of a discussion that the Council held at their July meeting on how they could become more relevant to the Board of Supervisors. Strategies for increasing awareness of the Council were discussed. Vice-Chair Quirke reported that the Planning Committee thought that there should be monthly meetings with a representative of the Council (Council Chair), Dan Sider (Director Mayor's Office of Greening), and a Board of Supervisor's representative (Board President) to update the Board of Supervisors on its activities. The Planning Committee suggested that Dan Sider also attend the Council's monthly meetings or to develop another mechanism to keep him informed by sending him Council minutes.

Chair Milne suggested creating a PR memo on the Council's activities. Member Short stated that there was a discussion about the new staff person's role and a hope that he or she could take a more active role on the PR side with public officials and the public. Member Short suggested that the memo could go to all Board members, not just to the Board President. It was explained that this would be an effective method of letting them know that the Council is here and in relaying its monthly activities. Member Rodgers explained that the Mayor's Office has representatives for each district and recommended including more offices under the Mayor and to include the members of the Director's working group, which has directors from every department that has anything to do with the public rights of way. This item would be worked on additionally when a new staff member joins the Council. It was suggested that the Chair meet with a representative from the Board of Supervisors in the interim on a regular basis.

Member Blair asked Vice-Chair Quirke to discuss his membership on the Mayor's Greening Council. Vice-Chair Quirke discussed his membership with the Mayor's Green Vision Council, which has been dormant since Marshall Foster left his position as the City's Greening Director.

8. **Landmark Tree Ordinance Amendments.** The Council will hear an Informational Report on future proposed amendments to the Landmark Tree Ordinance (Explanatory Document: Landmark Tree Ordinance (PDF) <http://www.sfgov.org/site/uploadedfiles/bdsupvrs/ordinances06/o0017-06.pdf>) (Informational Report and Discussion)

Sponsor & Presenter: Chair Terry Milne

Chair Milne reported that he had spoken with a representative from Supervisor McGoldrick's office on the Resolution that the Council passed previously suggesting amendments to the Ordinance in the interest of streamlining the process. Other amendments suggested included the amount of time from when a nomination is introduced to the time the Council receives a nomination. The other item had to do with notification to neighbors that were within a 300-foot radius from the side of a tree. The reason the item is pending is because a budget has not been identified to handle the notification process.

Chair Milne reported that in the meantime, the Department of the Environment's department heads met with Supervisor McGoldrick and offered to give him several more ideas, but the ideas were not solidified. Chair Milne stated that he does not know what those amendments were. It was explained that there would not be further action on this item for at least a few more weeks. Member Short stated that since the Ordinance is going to be amended, then maybe the Council could take a closer look at other potential revisions in addition to streamlining the process. Member Short suggested that the Planning and Funding Committee review the Ordinance to see if there are any other suggestions the Council would like to make. Member Boss requested that the Council explore the possibility of either this Council or one of its Committees being a nominating body. Chair Milne stated that three City Attorneys had explained that the Council could not be the body that decides its own nomination. If the Council nominates, it would have to be passed along to another Committee, not just the Board of Supervisors.

Member Cohen discussed work that was done by herself, Paul Sacamano, Alexis Harte, Member Blair, the City Attorney's office, and Supervisor Daly on the landmark tree ordinance and the revisions that had been made when it changed sponsors from Supervisor Daly to Supervisor McGoldrick. Member Short suggested reviewing why property owners that nominate a tree do not receive temporary protected status. Member Blair suggested protection for all trees that have significant qualities as well as landmark trees. Chair Milne recommended working on short-term

suggestions in order that they pass instead of broadening the amendments that may be more difficult to pass. Member Cohen discussed researching the California Oak law that would cover oaks in San Francisco without further intervention. Member Blair recommended that a more specific tracking form be added to the Department of the Environment's web site in order to inform the community of all nominated trees.

9. Selection and Interview Process for the Urban Forestry Council's Environmental Assistant Position.

Presenter: Chair Terry Milne

Chair Milne stated that he has a memorandum from Anne Eng, Urban Forestry Council Program Manager stating that more than 100 applications were received most of which came from Friends of the Urban Forest or the Department of Public Works. It was stated that there would be additional people coming in for interviews and that someone would likely be hired in September.

10. Committee Reports: (Informational Reports and Discussion)

- Funding Committee, Chair,
The next meeting will be on September 4, 2007 at 12:00 p.m. at 11 Grove Street. There was no report given at this time as the Funding Committee has not met recently.
- Planning & Policy Committee, Chair, Carla Short. Member Short reported that this report was covered under Agenda Item 7.
The next meeting will be on September 20, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss. Member Boss discussed (1) the August 14 meeting in which there was a review and approval of the tree at 4124 – 23rd Street for landmark status; (2) continuing work on reviewing the evaluation criteria (continued to the September 11 meeting); (3) continuing work on an outreach program to the Board of Supervisors and Department heads to try to get more trees nominated for landmark status (September 11 meeting); and (4) discussion at a future meeting on the impacts on the community and property owners when trees have been granted landmark tree status.

The next meeting will be on September 11, 2007 at 4:00 p.m. at City Hall, Room 421.

- 11. Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion). Chair Milne appointed Members Miller and Sherk to the Planning and Funding Committee. Chair stated that there was a discussion earlier in the meeting on improving the Department's website and that it is in process. Member Blair volunteered to be on the Planning and Funding Committee. Chair Milne stated that one member should not be on two Committees, as it would not allow as much participation by other members.

- 12. New Business** (Information and Discussion). Chair Milne stated that the City Attorney's Office advised that the Urban Forestry Council is the adjudicating body that votes for nominations and cannot nominate trees. Member Boss inquired about appointment of a new Council member, as it is one member short. Council Secretary Fish reported that the Board of Supervisors would be

considering an appointment for Larry Costello's previous seat by a Mr. Malcolm Hillan, from City College. It was stated that previous member Costello recommended Mr. Hillan for the educational community seat.

13. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.
14. **Adjournment.** The Urban Forestry Council Meeting adjourned at 7:48 p.m.

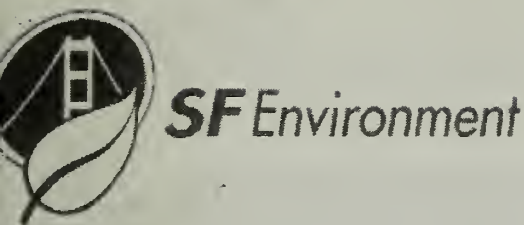
Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage: www.sfenvironment.com/; or by clicking on the links by each agenda item above; or, upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Approved:





GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES**

**Tuesday, August 28, 2007 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

DOCUMENTS DEPT.

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- 1. Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 5:39 p.m. Present: Chair Milne; Members Blair, Boss, Cohen, Griswold, Miller, Quirke (6:10 p.m.), Rodgers, Sherk, and Short. Excused: Members Habert, Marks, Nervo and Sustarich.
- 2. Adoption of Minutes of the July 27, 2007 Urban Forestry Council Regular Meeting.** Upon Motion by Council Member Cohen and second by Council Member Blair, the July 27, 2007 Meeting Minutes were approved without objection (Absent: Members Habert, Marks, Nervo, Quirke, and Sustarich) (Explanatory Document: Approved Minutes of the July 27, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=65674). (Discussion and Action)
- 3. Rodent and Vegetation Control.** Ms. Helen Zverina, Department of Public Health will explain the Department of Public Health policy for managing vegetation when rodent control is needed. Council members may ask questions and discuss management options (Informational Presentation and Discussion). (Explanatory Document: DPH Presentation (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/SFDPHPresentation082807.pdf>)

Sponsor: Member Mike Boss

Presenter: Ms. Helen Zverina, Department of Public Health

Council Member Mike Boss stated that the reason this item is before the Council has to do with observations that were made on a situation close to his house where trees and vegetation had been cut down because of orders received by the Health Department to clear the lots due to a neighbor's complaint about rats. Member Boss explained that crews were diligently working cutting down all of these trees and the area was left nice and tidy to bare ground. This lot is owned by a developer who didn't want problems, saw the order to clear vegetation and interpreted it in this particular matter. Member Boss stated that he had seen the Department of Public Health's order and it did not say to cut everything to the ground or remove all vegetation; but there were no other instructions other than to clear overgrowth. It was explained that the neighbor's property is now getting flooded for the first time in 40 years because there is no vegetation to absorb the runoff water. Three or four months after, there is a canopy of aggressive pioneer weeds causing a nuisance.

Member Boss discussed another situation on a proposal that was presented to the Urban Forestry Council to landmark a tree on 729 - 27th Avenue where there was a dispute among neighbors about whether a holly tree was going to be cut down. In listening to the hearing, the neighbors complained to the owners of the tree that they were not taking care of their property. The Health Department came out and issued the property owner an order to clear the vegetation, and so they clear-cut their yard as a result of this order. The neighbors then complained that she was a butcher cutting down all the trees, and that is why they wanted to landmark the holly to prevent her from cutting it down. Member Boss explained that the Urban Forestry Council values the urban forest as a special resource and discussed all of the benefits of the urban forest as explained in the Urban Forest Plan. It was stated that these are two situations that the Health Department did a good job but it resulted in forfeiting an urban forestry goal for the city. Member Boss asked for a presentation on the Health Department's practices and offered to work with the department so their goals do not end up forfeiting other city goals.

Ms. Helen Zverina, Senior Environmental Health Inspector reported that the Department of Public Health (SFDPH) is enforcing the Health Code that a property is to be maintained free of public nuisances that affect neighbors and the neighborhood, not just a personal living space. The Health Code defines one of the nuisances as vegetation overgrowth, which provides a habitat for vectors of disease; e.g., rodents, mosquitoes, raccoons, and skunks. Ms. Zverina discussed when a yard or open space is considered to be in compliance with the Health Code; e.g., regular visits to assess conditions and do maintenance, regular litter and refuse removal; no standing water source for mosquitoes to breed; items should be stored so they do not provide food, water, or harborage for rodents or mosquitoes; and fruit and other produce are promptly harvested (see explanatory document above). It was stated that when the property is not maintained with these guidelines, it would soon become a "public health nuisance" affecting neighbors and resulting in a "notice of violation" (NOV) for vegetation overgrowth issued by SFDPH. It was explained that notices are not usually issued about trees except in a situation when a tree is overhanging a roof and there are rats around. They will ask that trees be trimmed away from the building. An order has never been given to remove a tree and people are cautioned not to harm a tree, just to prune it back. It is not a policy to tell people that they can't clear the lot if that is what they choose to do, but they do not advise it on steep hillsides. It was explained that the NOV notices are complaint driven.

Ms. Zverina explained the difference between an "eyesore" versus a "public health nuisance" where a neglected property may be an eyesore but not a nuisance as defined by the SFDPH code. If a complaint is received, the property owner or tenants receive a letter from SFDPH informing them that a complaint was received and that corrections should be made. However, compliance is voluntary and there is no follow-up or enforcement. It was explained that if grass is only knee high, it is not a health violation. Other jurisdictions have set their standard at 12 inches. San Francisco considers knee high about two feet. If the grass is two feet high, then a notice is sent out and then followed up with enforcement that can even go as far as the City Attorney's Office, even in the case of a weedy lot. After a hearing, the Department of Public Works (DPW) may be asked to clear the lot and they usually go to the ground. Ms. Zverina recommended that DPW be part of the discussion on this topic.

Ms. Zverina stated that control of a rodent infestation is likely to require additional outdoor control measures on more than one parcel of property, including City-owned land; e.g., measures that include heavy pruning of vines, ground cover, brambles and shrubbery; trimming tree branches that give access to structures; clearing fences of vegetation; installing shields that prevent rats from climbing trees; clearing the ground around foundations, etc. It was explained that part of their job is

to educate people on their responsibilities to maintain their property so it does not cause a nuisance for the neighbors and the entire neighborhood.

It was stated that there are responsible property owners that do a great job and people who like to do gardening. The problem is usually caused when the property owner is not on sight.

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Council members discussed contacting Ms. Zverina with their suggestions for language to the notice and handout.

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At the conclusion of the hearing, the Council will vote on whether to approve or reject the nomination and shall adopt written findings to support its decision. The Council will forward approved nominations to the Board of Supervisors for further consideration.

Presenter: Landmark Tree Committee Chair Mike Boss

Member Boss reported that the Landmark Tree Committee held a hearing on August 14 and voted 3-0 to approve landmark status on this tree with findings outlined in the "Written Summary of Findings" explanatory document and added an additional finding of significant neighborhood appreciation based on the neighborhood petition with 27 signatures to support landmark tree status.

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Age field. Member Cohen suggested checking "mature" instead of significantly advanced for this tree.

Upon Motion by Vice-Chair Quirke and second by Member Rodgers, the Council approved landmark tree status for the Coast Live Oak Tree located at 4124 – 23rd Street without objection. (AYES: Members Milne, Blair, Boss, Cohen, Griswold, Miller, Quirke, Sherk, Rodgers, and Short; NOES: None; ABSENT: Members Habert, Nervo, Marks, and Sustarich).

Upon Motion by Member Boss and second by Member Short without objection, Council Members approved the Motion that would be forwarded to the Board of Supervisors for endorsement with the following findings:

- The tree is uncommon in San Francisco
- The tree was notably large for a tree of the species in SF, and had a majestic canopy
- As a tree species native to San Francisco, the tree had natural historical value
- The tree was visible from several viewpoints, near (e.g. the nearest corner at 23rd Street and Castro) and far (from Twin Peaks)
- As a tree species native to San Francisco, it is important for wildlife habitat
- The tree had character-defining form, and was a fine example of the species
- The tree was in good condition
- Significant neighborhood appreciation

5. **Urban Forestry Council Bylaws Amendment**--Council members will discuss and vote on a possible Bylaws change Resolution to combine the functions of the Planning and Policy and Funding Committees and vote on additional recommendations for changes to the Council's/Committees' meeting schedule and structure. (Explanatory document: Draft Resolution for proposed Bylaws change (Word)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/File2007-09-UFCAmendBylaws.doc> and Notice of Proposed Bylaws Amendment (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/BylawsChangeNotice.PDF>) (Discussion and Action)

Sponsor & Presenter: Chair Terry Milne

Chair Milne stated that this item was discussed at the previous meeting because the Department of the Environment was interested in condensing the Council's meetings. It was stated that the Funding Committee does not have a lot of activity and the Planning and Policy Committee meets regularly. Chair Milne explained that the other consideration would be to vote on increasing membership to each Committee to seven members from five in order to enable most members to participate in committee work and for meeting quorum purposes.

Upon Motion by Member Boss and second by Member Rodgers, an amendment to Resolution No. 2007-09-UFC to change the Committee membership from seven to five members and to approve consolidation of the two Committees **DID NOT PASS** (VOTE: 6-4) AYES: Members Boss, Cohen, Miller, Quirke, Rodgers, and Short; NOES: Members Milne, Blair, Griswold, and Sherk; Absent: Members Habert, Nervo, Marks, and Sustarich; 1 Vacant.

Upon Motion by Member Miller and second by Vice-Chair Quirke, an amendment to Resolution No. 2007-09-UFC to change the Planning and Funding Committee membership to seven members, to

keep the Landmark Tree Committee membership at five members, and to approve consolidating the Planning and Policy and Funding Committee into one committee, the "Planning and Funding" Committee was **APPROVED** without objection. All AYES 10-0. Absent: Members Habert, Nervo, Marks, and Sustarich; 1 Vacant.

6. Political Activity by City Officers and Employees Memorandum and the November 2007

Ballot Measure: "Parking for Neighborhoods Initiative." The Council will discuss legal requirements for political activity by City Officers and Employees as it relates to opposing or supporting ballot initiatives. (Explanatory Document: "Political Activity by City Officers and Employees" Memorandum (PDF)

<http://www.sfgov.org/site/uploadedfiles/cityattorney/opinions/2006-NOV-POLI.PDF>) (Discussion)

Sponsor & Presenter: Chair Terry Milne

Chair Milne reported that the Deputy City Attorney has advised that the Council cannot vote to support or oppose ballot initiatives once they are placed on the ballot. The Council can vote if it were not a ballot initiative. Chair Milne stated that the City Attorney's Office "Political Activity by City Officers and Employees" memorandum that outlines legal requirements is included in the packet (see explanatory document above). Chair Milne stated there has been a de-emphasis of support for this measure and it is not going to be campaigned for. There are several neighborhood groups in the City that are actively campaigning against it, and a substitute initiative will be on the ballot that encompasses parking issues that is supposed to override Proposition H.

Vice-Chair Quirke stated that the City Attorney's memorandum references Commissions, and asked whether the memo would encompass the Council. Council Secretary Fish advised that the memorandum references Boards and Commissions. Chair Milne stated that since the question was asked directly to the City Attorney's Office in the context of the Council, that it would apply to the Council. Member Short stated that the Council has appointed members and the memo applies to any appointed Board or Commission. It was explained that page 2 of the memo, the top example is what applies to the Council directly (see explanatory document above page 2). The memo also states that information can be asked for, a discussion can be held, and individual Commissioners can support or oppose the measure on their own time with their own individual resources so they are not limited in that way.

7. Process for Monthly Reports/Updates to the Board of Supervisors. The Council will discuss ideas for providing updates and monthly reports on their activities to the Board of Supervisors (Discussion).

Sponsors & Presenters: Member Carla Short and Vice-Chair Kelly Quirke

Member Short reported that the Planning and Policy Committee members discussed a process for supplying the Board of Supervisors with monthly reports/updates as a result of a discussion that the Council held at their July meeting on how they could become more relevant to the Board of Supervisors. Strategies for increasing awareness of the Council were discussed. Vice-Chair Quirke reported that the Planning Committee thought that there should be monthly meetings with a representative of the Council (Council Chair), Dan Sider (Director Mayor's Office of Greening), and a Board of Supervisor's representative (Board President) to update the Board of Supervisors on its activities. The Planning Committee suggested that Dan Sider also attend the Council's monthly meetings or to develop another mechanism to keep him informed by sending him Council minutes.

Chair Milne suggested creating a PR memo on the Council's activities. Member Short stated that there was a discussion about the new staff person's role and a hope that he or she could take a more active role on the PR side with public officials and the public. Member Short suggested that the memo could go to all Board members, not just to the Board President. It was explained that this would be an effective method of letting them know that the Council is here and in relaying its monthly activities. Member Rodgers explained that the Mayor's Office has representatives for each district and recommended including more offices under the Mayor and to include the members of the Director's working group, which has directors from every department that has anything to do with the public rights of way. This item would be worked on additionally when a new staff member joins the Council. It was suggested that the Chair meet with a representative from the Board of Supervisors in the interim on a regular basis.

Member Blair asked Vice-Chair Quirke to discuss his membership on the Mayor's Greening Council. Vice-Chair Quirke discussed his membership with the Mayor's Green Vision Council, which has been dormant since Marshall Foster left his position as the City's Greening Director.

8. **Landmark Tree Ordinance Amendments.** The Council will hear an Informational Report on future proposed amendments to the Landmark Tree Ordinance (Explanatory Document: Landmark Tree Ordinance (PDF) <http://www.sfgov.org/site/uploadedfiles/bdsupvrs/ordinances06/o0017-06.pdf>) (Informational Report and Discussion)

Sponsor & Presenter: Chair Terry Milne

Chair Milne reported that he had spoken with a representative from Supervisor McGoldrick's office on the Resolution that the Council passed previously suggesting amendments to the Ordinance in the interest of streamlining the process. Other amendments suggested included the amount of time from when a nomination is introduced to the time the Council receives a nomination. The other item had to do with notification to neighbors that were within a 300-foot radius from the side of a tree. The reason the item is pending is because a budget has not been identified to handle the notification process.

Chair Milne reported that in the meantime, the Department of the Environment's department heads met with Supervisor McGoldrick and offered to give him several more ideas, but the ideas were not solidified. Chair Milne stated that he does not know what those amendments were. It was explained that there would not be further action on this item for at least a few more weeks. Member Short stated that since the Ordinance is going to be amended, then maybe the Council could take a closer look at other potential revisions in addition to streamlining the process. Member Short suggested that the Planning and Funding Committee review the Ordinance to see if there are any other suggestions the Council would like to make. Member Boss requested that the Council explore the possibility of either this Council or one of its Committees being a nominating body. Chair Milne stated that three City Attorneys had explained that the Council could not be the body that decides its own nomination. If the Council nominates, it would have to be passed along to another Committee, not just the Board of Supervisors.

Member Cohen discussed work that was done by herself, Paul Sacamano, Alexis Harte, Member Blair, the City Attorney's office, and Supervisor Daly on the landmark tree ordinance and the revisions that had been made when it changed sponsors from Supervisor Daly to Supervisor McGoldrick. Member Short suggested reviewing why property owners that nominate a tree do not receive temporary protected status. Member Blair suggested protection for all trees that have significant qualities as well as landmark trees. Chair Milne recommended working on short-term

suggestions in order that they pass instead of broadening the amendments that may be more difficult to pass. Member Cohen discussed researching the California Oak law that would cover oaks in San Francisco without further intervention. Member Blair recommended that a more specific tracking form be added to the Department of the Environment's web site in order to inform the community of all nominated trees.

9. Selection and Interview Process for the Urban Forestry Council's Environmental Assistant Position.

Presenter: Chair Terry Milne

Chair Milne stated that he has a memorandum from Anne Eng, stating that more than 100 applications were received most of which came from Friends of the Urban Forest or the Department of Public Works. It was stated that there would be additional people coming in for interviews and that someone would likely be hired in September.

10. Committee Reports: (Informational Reports and Discussion)

- Funding Committee, Chair,
The next meeting will be on September 4, 2007 at 12:00 p.m. at 11 Grove Street. There was no report given at this time as the Funding Committee has not met recently.
- Planning & Policy Committee, Chair, Carla Short. Member Short reported that this report was covered under Agenda Item 7.
The next meeting will be on September 20, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss. Member Boss discussed (1) the August 14 meeting in which there was a review and approval of the tree at 4124 – 23rd Street for landmark status; (2) continuing work on reviewing the evaluation criteria (continued to the September 11 meeting); (3) continuing work on an outreach program to the Board of Supervisors and Department heads to try to get more trees nominated for landmark status (September 11 meeting); and (4) discussion at a future meeting on the impacts on the community and property owners when trees have been granted landmark tree status.

The next meeting will be on September 11, 2007 at 4:00 p.m. at City Hall, Room 421.

11. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

Chair Milne appointed Members Miller and Sherk to the Planning and Funding Committee. Chair stated that there was a discussion earlier in the meeting on improving the Department's website and that it is in process. Member Blair volunteered to be on the Planning and Funding Committee. Chair Milne stated that one member should not be on two Committees, as it would not allow as much participation by other members.

12. New Business (Information and Discussion). Chair Milne stated that the City Attorney's Office advised that the Urban Forestry Council is the adjudicating body that votes for nominations and cannot nominate trees. Member Boss inquired about appointment of a new Council member, as it is one member short. Council Secretary Fish reported that the Board of Supervisors would be

considering an appointment for Larry Costello's previous seat by a Mr. Malcolm Hillan, from City College. It was stated that previous member Costello recommended Mr. Hillan for the educational community seat.

13. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

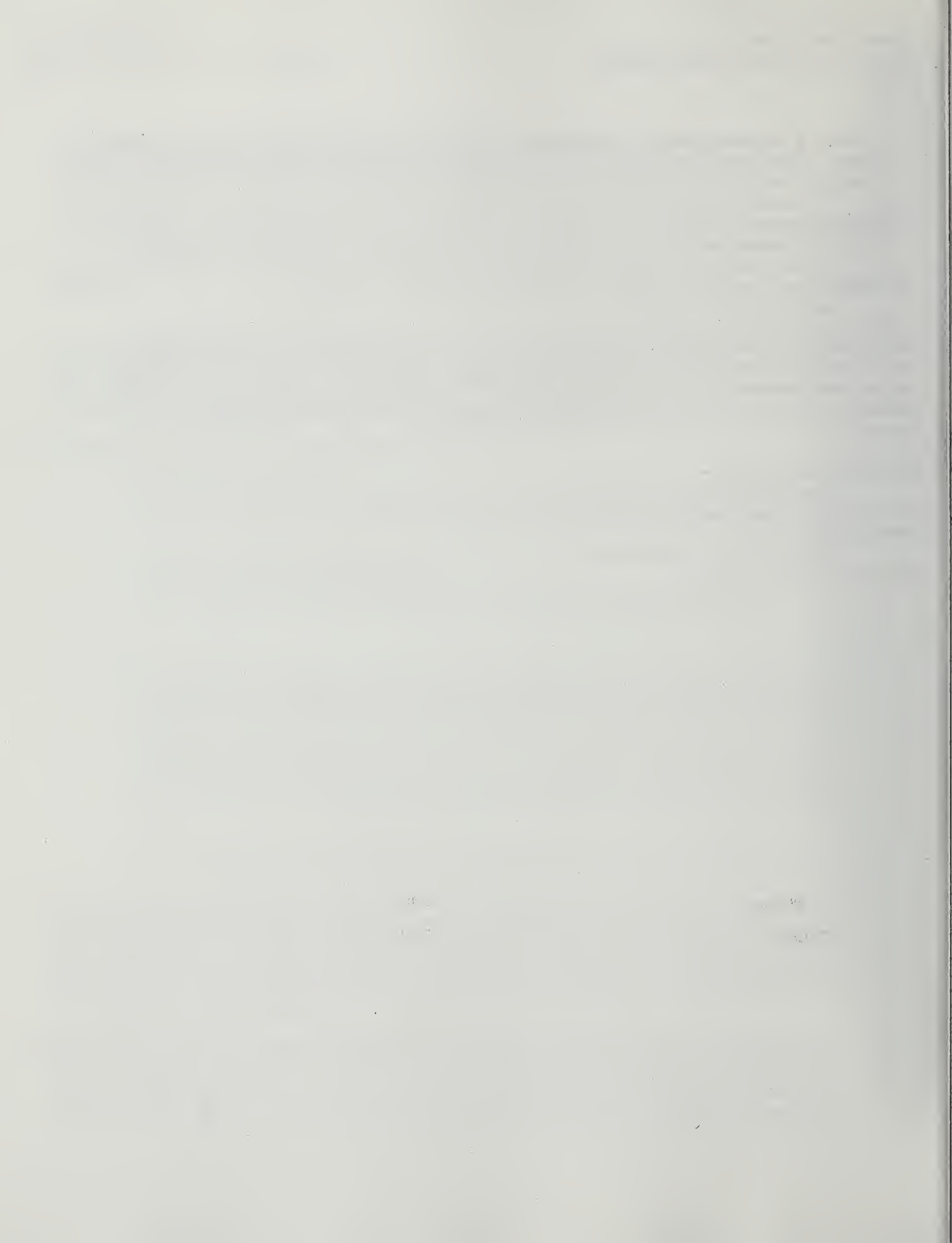
14. Adjournment. The Urban Forestry Council Meeting adjourned at 7:48 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage: www.sfenvironment.com/; or by clicking on the links by each agenda item above; or, upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

Respectfully submitted by,

Monica Fish, Council Secretary
Urban Forestry Council

Approved: August 28, 2007



1 [Resolution Endorsing Landmark Tree Status for the Coast Live Oak Tree (*Quercus*
2 *agrifolia*) located at 4124 – 23rd Street]

3
4 WHEREAS, Public Works Code, Article 16, Section 810 charges the Urban
5 Forestry Council to examine nominated landmark trees using criteria approved by the
6 Board of Supervisors; and,

7 WHEREAS, the Coast Live Oak Tree (*Quercus agrifolia*) located at 4124 – 23rd
8 Street fulfills the landmark tree criteria that includes:

9 Rare: The tree is uncommon in San Francisco.

10 Size: The tree is notably large for a tree of its species in San Francisco and has
11 a majestic canopy.

12 Historical Association: As a tree species native to San Francisco, the tree has
13 natural historical value.

14 Important Wildlife Habitat: As a tree species native to San Francisco, it is
15 important for wildlife habitat.

16 Character Defining Form: The tree has character-defining form and was a fine
17 example of the species.

18 Tree Condition: The tree was in good condition.

19 Prominent Landscape Feature: The tree was visible from several viewpoints,
20 (e.g. the nearest corner at 23rd Street and Castro) and far (from Twin Peaks)

21 Neighborhood Appreciation: A neighborhood petition of support for landmarking
22 the tree was signed with 27 signatures.

23 WHEREAS, This tree provides social, environmental and economic benefits to
24 the property, neighborhood and city; now, therefore be it

25 RESOLVED, The Urban Forestry Council recommends the Coast Live Oak Tree
26 (*Quercus agrifolia*) located at 4124 – 23rd Street for landmark status to the Board of
27 Supervisors.

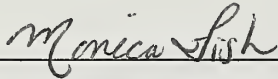
28 DOCUMENTS DEPT.

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August 28, 2007

I hereby certify that this Resolution was adopted at the Urban Forestry Council's
Regular Meeting on August 28, 2007.



Monica Fish, Council Secretary

VOTE: Landmark Tree Status Approved (10-0) (4 Absent) (1 Vacant)

Ayes: Council Members Blair, Boss, Cohen, Griswold, Miller, Milne, Quirke, Sherk,
Rodgers, and Short

Noes: None

Absent: Council Members Habert, Nervo, Marks and Sustarich

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1 [Amendment of Urban Forestry Council Bylaws.]

2
3 **Resolution amending the Urban Forestry Council's Bylaws to amend its meeting**
4 **schedule and Committee structure.**5 WHEREAS, The Urban Forestry Council at its August 28, 2007 meeting considered
6 and approved combining the functions of the Planning and Funding Committees into one
7 Committee that will be called the Planning and Funding Committee and changing the
8 membership of the Planning and Funding Committee to seven members; and9 WHEREAS, The Urban Forestry Council voted to approve revision of its Bylaws to
10 reflect the consolidation of functions of the two Committees into one Committee and to
11 change the membership of the Planning and Funding Committee to seven members; now,
12 therefore, be it13 RESOLVED, the Bylaws Article VIII – Committees, Section 4: Standing Committees,
14 Section 5: The Planning and Policy Committee, Section 6: The Funding Committee, and
15 Section 7: The Landmark Tree Committee are amended to read as follows:
16

17 Section 4: Standing Committees

18 The Council shall have two ~~three~~ standing committees: (1) Planning and ~~Policy~~
19 ~~Funding~~; (2) ~~Funding~~, and (3-2) Landmark Tree. ~~Each Committee shall have five members.~~
20 The Planning and Funding Committee shall have seven members. The Landmark Tree
21 Committee shall have five members. The Planning and ~~Policy-Funding~~ Committee shall meet
22 on the third Thursday of each month from 4 pm to 5:30 pm, except in the case of a City-
23 recognized holiday, when the meeting shall be held on the following Wednesday of that month
24 in the Department of the Environment's ground floor conference room located at 11 Grove
25 Street in San Francisco. ~~The Funding Committee shall meet bi-monthly on the Fourth~~

1 ~~Tuesday of January, March, May, July, September and November at 12 pm, except in the~~
2 ~~case of a City recognized holiday, when the meeting shall be held on the following Tuesday in~~
3 ~~the Department of the Environment's ground floor conference room located at 11 Grove Street~~
4 ~~in San Francisco.~~ The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at
5 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF
6 Environment's website.

7
8 Section 5: The Planning and ~~Policy~~Funding Committee

9 The Planning and Funding Policy Committee shall make recommendations to the
10 Council on project plans for major publicly sponsored developments and civic improvements
11 and changes of the public right of way as they impact trees. The Committee shall (1) examine
12 and make policy recommendations to the Council regarding other urban forest and tree
13 issues; (2) ~~it will~~ make recommendations to the Council regarding facilitating an assessment
14 (inventory) of the current condition of the Urban Forest, ~~and navigating and overseeing the~~
15 ~~development of a comprehensive Urban Forestry Plan for the City and County of San~~
16 ~~Francisco. Moreover, the Planning and Policy Committee will outline and draft an overall plan~~
17 ~~for the health and well being of San Francisco's urban forest within one year of the~~
18 ~~committee's creation, for approval and adoption by the full Council.~~ (3) The Planning and
19 ~~Policy Committee will~~ review the Urban Forestry Plan on an annual basis ~~thereafter and will~~
20 make recommendations for any changes to the full Council for adoption-, (4) ~~The Funding~~
21 ~~Committee shall~~ make recommendations to the Council on funding opportunities and staffing
22 needs, on opportunities for urban forest programs and on securing and encouraging
23 commitment of adequate resources for tree programs-, (5) ~~The committee~~ will also review
24 urban forestry program budget priorities and make recommendations about Urban Forestry
25 funding requirements to the full Council; investigate and pursue funding options for various

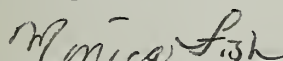
1 urban forestry activities, and determine whether there are opportunities to improve efficiency
2 and eliminate possible redundancies among managing agencies through citywide
3 coordination of tree operations. Moreover, the Funding Committee will develop a citywide
4 budget for the health and well being of San Francisco's Urban Forest within six months of the
5 committee's creation, for approval and adoption by the Full Council. The Funding Committee
6 (6) will review the Urban Forest Council's Budget on an annual basis thereafter, and will make
7 recommendations for any changes to the full Council for adoption.

8
9 ~~Section 6: The Funding Committee~~

10
11 Section 6 Z: The Landmark Tree Committee

12
13 The Landmark Tree Committee shall make preliminary recommendations to the
14 Council on nominated trees proposed for landmark status. The Committee shall conduct
15 individual site visits, complete evaluation forms to review at regular monthly meetings as
16 nominations are received, and vote on landmark tree nominations to present to the full
17 Council for their consideration and adoption. It will prepare a written summary of the
18 evaluation forms and include individual evaluation forms to present to the full Council for
19 review. The Chair of the Committee shall verbally report on the written summary at Council
20 meetings.

21
22 I hereby certify that this Resolution was adopted at the Urban Forest Council's Regular
23 Meeting on August 28, 2007.

24 
25 Monica Fish, Council Secretary

1 VOTE: Approved (10-0) (4 Absent) (1 Vacant)

2 Ayes: Members Blair, Boss, Cohen, Griswold, Miller, Milne, Quirke, Rodgers, Sherk, Short

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4 Noes: None

5 Absent: Members Habert, Nervo, Marks, Sustarich

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SAN FRANCISCO URBAN FORESTRY COUNCIL

BYLAWS

Article I – Identification

Article II – Creation and Mission

Article III – Urban Forestry Council

Article IV – Officers

Article V – Council Staff

Article VI – Meetings

Article VII – Voting

Article VIII – Committees

Article IX – Parliamentary Procedures

Article X – Code of Ethics

Article XI – Amendment of Bylaws

URBAN FORESTRY COUNCIL BYLAWS

Article I - Identification

Section 1: Name

The Urban Forestry Council

Section 2: Compliance with Applicable Laws

The Council shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Council shall use the Department of the Environment's website.

Article II – Creation and Mission

Section 1: The Urban Forestry Council

The Urban Forestry Council was established for the purpose of guiding the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety (San Francisco Environment Code Chapter 12 Sec. 1200(b)). The Council will carry out the duties specified in the ordinance so as to protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future (San Francisco Environment Code Chapter 12 Sec. 1200(a)).

Article III – Urban Forestry Council

Section 1: Number

The Council membership consists of fifteen representatives from local, state and federal agencies, non-governmental organizations, technical experts and the public. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Section 2: Term of Appointment

Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the pleasure of the body that appoints each Council member as specified by ordinance. The body

that appoints Council members also may appoint at-large members to serve any unfilled Council positions (San Francisco Environment Code Chapter 12 Sec. 1202(b)).

Section 3: Compensation

Council members shall serve without compensation (San Francisco Environment Code Chapter 12 Sec. 1202(g)).

Section 4: Purpose and Responsibilities

- (1) Develop, adopt, and update a long-term comprehensive Urban Forestry Plan that assists with the formulation of legislation and policy for the management of the City's public and private trees.

The plan will include, but not be limited to:

- a) An inventory of physical resources and existing programs.
- b) The results of an assessment of the general public and San Francisco decision makers that reflects opinions on the state and future of the urban forest.
- c) A benefit/cost analysis.
- d) Recommendations for future policy, operational and legislative actions.
- e) Best Management Practices

- (2) Facilitate coordination among agencies with tree management responsibilities.

- a) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forest concerns.
- b) Review project plans for major publicly sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies.
- c) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction.
- d) Advise agencies with tree management responsibilities in their efforts to incorporate and follow the Urban Forestry plan guidelines, best management practices, and other Council recommendations and policies.
- e) Facilitate the cooperative interaction of tree-related activities among various City, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public.

- (3) Report on the state of the urban forest.

- a) Prepare or facilitate the plans and reports as set forth in the Urban Forestry Council Ordinance.
 - i) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest.

ii) City agencies and any non-profit organizations that accept city funding shall report to the Council no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees that they manage.

(4) Ensure adherence to Urban Forestry Council Policies, Guidelines or Standards.

- a) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forestry Plan or best management practices shall explain their reasoning at a public hearing before the Council.
- b) Enforce procedures to address the Council in the public hearing process.

(5) Foster Public Education and Outreach

- a) Encourage early and continuous public participation in urban forest projects and programs that includes consideration of neighborhood interests.
- b) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forest issues.
- c) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment.

(6) Develop and Promote Best Management Practices

- a) Develop and adopt tree planting and maintenance standards.
- b) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees.
- c) Adopt guidelines for protecting trees during project design and construction.

(7) Funding Assessment

- a) Identify funding and staffing needs and opportunities for urban forest programs.
- b) Help secure and encourage commitment of adequate resources for tree programs.
- c) Develop and adopt a city-wide budget for the health and well-being of San Francisco's urban forest.

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Article IV - Officers

Section 1: Officers

The officers of the Council are a Chair and Vice-Chair. The Chair and Vice-Chair shall serve at the pleasure of the Council.

Section 2: Term of Office

The term of each office shall be one year.

Section 3: Nomination and Election of Officers

A. Elections for officers shall be conducted at the meeting of the Council in April of each year. At the Council meeting held in March of each year, any Council member interested in running for office shall state publicly his or her interest and willingness to run for a specific office. Such Council members, and any other Council members nominated at the March meeting, shall be candidates for office.

B. If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Council shall conduct an election for Chair at the next regular meeting to fill the vacancy. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held. Any Council members nominated at a meeting at which a special election is held shall be candidates for office.

Section 4: General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Section 5: General Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described above, in Section 4 of this article.

Article V - Council Staff

Section 1: Council Coordinator

A coordinator from the Department of the Environment who is hired by the Director of the Department of the Environment shall staff the Council. The Coordinator shall attend all meetings of the Council. The Coordinator's responsibilities shall include, but not be limited to, the following:

- (1) Fundraising;
- (2) Developing and drafting guidelines for adoption;
- (3) Preparing staff and annual reports;
- (4) Coordinating with other agencies; and
- (5) Compiling information from local governmental agencies to track their budgets, and to develop an annual city-wide tree management budget for reporting purposes (San Francisco Environment Code Chapter 12 Sec. 1208(a)).

Section 2: Council Secretary

The staff of the Department of the Environment shall include a Council Secretary, who is assigned by the Director of the Department of the Environment. The Council Secretary shall attend all meetings of the Council. Under the supervision of the Chair, the Council Secretary is responsible for the proper recording and distribution of all Council actions, correspondence, and agendas, and ensuring that the Council meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities.

Section 3: Legal Advisor

The City Attorney, or his or her designee, shall be the legal advisor to the Council. If the City Attorney determines in writing that he or she cannot, consistent with the Rules of Professional Conduct, provide advice sought by the Council, the City Attorney may recommend that the Council retain outside counsel.

Article VI - Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of membership shall constitute a quorum. The affirmative vote of a majority of the members shall be required for the approval of any matter. Therefore, based on the original membership of fifteen, eight members constitute a quorum. Likewise, eight affirmative votes are required for the approval of any matter.

Section 2: Public Participation

The Council shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Council shall be permitted to be heard.

The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance. Each agenda for meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the Council's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except that, at the Chair's discretion, the Public Comment can be heard earlier in the agenda.

Section 3: Meeting Minutes

Minutes shall be taken at every regular and special Council meeting and shall be approved by the majority vote of the Council.

Section 4: Records Retention

The Council shall utilize the Department of Environment's record retention and destruction policy.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 10:00 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 5:30 p.m. at City Hall, Room 416 beginning in February 2006. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 24 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Section 7: Closed Sessions

The Council is authorized to hold closed (non-public) sessions at regular and special meetings as provided by law.

Section 8: Special Meetings

The Chair of the Council may call special meetings to address specific matters. Such special meetings shall be properly noticed in accordance with applicable laws and ordinances.

Article VII - Voting

Section 1: Voting and Abstention

Each member present at a Council or committee meeting shall vote “yes” or “no” when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Council member has a conflict of interest, which precludes participation in a vote, is determined on a case-by-case basis and, to the extent possible, in consultation with a legal advisor from the City Attorney’s office.

Article VIII - Committees

Section 1: Membership of Committees

The Council and/or the Chair, at his or her discretion, may establish committees to perform tasks or functions as necessary. The Chair will appoint committee members and committee chairpersons for a specified period of time.

Section 2: Committee Meetings

Committees shall comply with all applicable laws in publishing notices, agendas, and minutes and carrying out its operations and functions.

Section 3: Committee Quorum

A majority of the members of a committee shall constitute a quorum.

Section 4: Standing Committees

The Council shall have two standing committees: (1) Planning and Funding and (2) Landmark Tree. The Planning and Funding Committee shall have seven members. The Landmark Tree Committee shall have five members. The Planning and Funding Committee shall meet on the third Thursday of each month from 4 pm to 5:30 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Wednesday of that month in the Department of the Environment’s ground floor conference room located at 11 Grove Street in San Francisco. The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF Environment’s website.

Section 5: The Planning and Funding Committee

The Planning and Funding Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) make

recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, (3) review the Urban Forest Plan on an annual basis and make recommendations for any changes to the full Council for adoption, (4) make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs, (5) will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forest-activities, and (6) will review the Urban Forest Council's Budget on an annual basis and will make recommendations for any changes to the full Council for adoption.

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

Article IX - Parliamentary Procedures

At the discretion of the Chair of the Council or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Article X - Codes of Ethics

In accepting the Oath of Office, Council members shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the San Francisco Urban Forestry Council; instill in the public a sense of confidence about the Councils' conduct and intentions; uphold all laws and regulations; refrain from using their official positions to secure special advantage or benefit for themselves or others.

In order to set the highest standards of conduct, and in order to assure public confidence in the Council's operations, the Urban Forestry Council commits itself to:

- * Encouraging and promoting integrity in government by education and example;
- * Being accountable for its rules of procedure and decisions, and promoting accountability of all members of the Council and Department staff;
- * Treating all Department staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;
- * Conducting all Council business in a timely manner and in public meetings, with full disclosure of policies, procedures, and decision-making processes, except for those matters

authorized under the Brown Act and the San Francisco Sunshine Ordinance to be considered in closed session; and

* Reviewing its actions, recommendations, and procedures periodically to determine whether the Council has adhered to its Code of Ethics and mission in all respects.

Article XI - Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Council by a majority vote of the Council, provided such proposed amendments are circulated in writing to all Council members and noticed to the public at least ten (10) days prior to such meeting.



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda

Friday, September 28, 2007 at 10:00 a.m.

City Hall, Room 400

**One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

09-25-07 10:00:01 AM

DOCUMENTS DEPT.

SEP 25 2007

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AnMarie Rodgers
SF Planning Department

Susan Nervo
SF Recreation & Park Department

Carla Short
SF Department of Public Works

Mark Sustarich
SF Public Utilities Commission

Monica Fish
Urban Forestry Council Secretary

**Public comment will be taken before the Council takes action on any item.
Order of Business**

1. Call to Order and Roll Call

- 2. Adoption of Minutes of the August 28, 2007 Urban Forestry Council Regular Meeting**
(Explanatory Document: Draft Minutes of the August 28, 2007 Regular Meeting
http://sfgov.org/site/sfenvironment_page.asp?id=66772). (Discussion and Action)

- 3. Urban Forestry Council's Process.** Discussion on how the Council wants to engage in meetings, entertain proposals, make decisions and take actions (Discussion).

SPONSOR: Vice-Chair Kelly Quirke

- 4. Urban Forestry Council's Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Explanatory Document: Urban Forest Plan (PDF)
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/UrbanForestPlan.pdf> (Discussion).

SPONSOR: Vice-Chair Kelly Quirke

- 5. Board of Supervisors Legislative Process Training/Workshop.** An informational report will be given on a citywide legislative process training/workshop tentatively scheduled for this year. (Explanatory Document Legislative Process Handbook (PDF)
http://www.sfgov.org/site/uploadedfiles/bdsupvrs/handbook/legislative_process.pdf). (Informational Report and Discussion)

- 6. Staff Report.** Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

7. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair, Carla Short
The next meeting will be on October 18, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss
The next meeting will be on October 9, 2007 at 4:00 p.m. at City Hall, Room 421.

- 8. Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

9. New Business/Future Agenda Items (Information and Discussion).

- 10. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

11. Adjournment

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item

above, or upon request to the Council Secretary at the above address or telephone number 415-355-3709 or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Posted: September 25, 2007

Urban Forest Plan

City & County of San Francisco

Urban Forestry Council &
Department of the Environment

April 2006



SFEnvironment

Our home. Our city. Our planet.

Dr. Jim Clark of HortScience prepared this document with assistance from the Urban Forestry Council and the Department of the Environment.

This Urban Forest Plan is intended for use in the City and County of San Francisco. It is the first step in a process that will incorporate the Urban Forest Plan into San Francisco's General Plan. This plan is a living document that can be changed and adapted.

This plan will be distributed to the Board of Supervisors, Mayor's Office, City departments and agencies, community groups and members of the public. We welcome input and questions regarding the Urban Forest Plan. Please contact the Department of the Environment, Urban Forestry Council Coordinator, Alexis Harte, 11 Grove Street, San Francisco, CA 94102, 415-355-3764, alexis.harte@sfgov.org or Grace Ma, Urban Forest Associate, 415-355-3731, grace.ma@sfgov.org.

The Urban Forestry Council approved this document on February 28, 2006 and it was forwarded to the San Francisco Board of Supervisors on April 2006.

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Acknowledgements

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Greg McPherson, Center for Urban Forest Research
Neighborhood Parks Council
David Novak and the UFORE research team
Sean Stasio, Department of Recreation and Park

With support from

Lisa and Douglas Goldman Fund
PG&E Safe Tree Fund

EXECUTIVE SUMMARY
San Francisco Urban Forest Plan
April 2006

People appreciate and enjoy San Francisco's 668,000 trees. Few trees in this unique urban forest arose naturally--almost all were planted. The framework of this forest was established during an intense burst of tree planting that occurred in the late 1800s and early 1900s. City government, the Army, citizens, and real estate developers all took part, planting trees by the thousands. But since the 1920s, planting of new trees has not kept pace with losses due to old age, disease, storms, civic improvement, and development.

Today, San Francisco's urban forest can be characterized as inconsistent and incomplete. Though a framework of planting was begun, it was never completed. Trees that were established in the early years of the last century are nearing the end of their life spans. Many parts of the city are severely deficient in the number, extent and quality of plantings. Others are greatly in need of proper maintenance and support to deal with the unique challenges and stresses of the urban environment.

The urban forest contributes significantly to the amenity of the city and its desirability as a place to live, work and visit. Our city trees play a valuable role in the identity of the city and in reinforcing a sense of place. The urban forest provides an important social benefit, heightening the sensory experience of nature in the city—filtering light, adding color, providing needed shade, privacy and restoring the mental fatigue suffered by its residents and visitors. In addition to these qualitative benefits, our urban forest also performs important environmental functions such as removing 287 tons of atmospheric pollutants and 5,100 tons of carbon each year.

San Francisco's urban forest is owned and managed by a diverse mix of city, county, state and federal agencies as well as the private sector. On most streets, the property owner and the City and County of San Francisco share responsibility for trees. There has been little coordination in the care of trees among the parks, golf courses, streets and communities that form the bulk of the forest. Unfortunately, the public and elected officials have failed to fund urban forest activities at the level commensurate with its importance to the community.

The City's Urban Forestry Council, composed of citizens and professionals, recognizes that action must be taken to arrest the decline in the size of the urban forest, to regain lost ground and to rekindle the spirit of tree planting that occurred 100 years ago.

To that end, the Council has prepared an Urban Forest Plan, which reviews the creation of San Francisco's urban forest, analyzes the structure and functional benefits of the forests, and identifies the challenges that threaten its future. Designed to provide a road map for policy-makers and implementers, the Plan identifies five goals, critical to maximizing the value of the forest. Underlying these goals is the understanding that the urban forest is a living and evolving resource that is adapted to the unique and often challenging conditions of the urban environment. These goals are directed at the owners and managers of the trees that comprise the urban forest who must:

1. Maintain and conserve the existing urban forest.
2. Expand the urban forest through new planting.
3. Foster a shared set of values about the urban forest through education and action.
4. Manage the urban forest in a coordinated, responsible and effective manner.

5. Identify sustainable approaches for the funding and implementation of urban forest initiatives.

The Council believes that these goals are strongly related—one cannot simply be eliminated or ignored. All are critical to the future of San Francisco's urban forest. When these goals are implemented, the City will have more trees, a larger urban forest in better health with more trees evenly distributed and therefore providing a greater level of benefits.

Within these five goals are a diverse group of specific action items. The Council identified nine action items as having the highest, most immediate priority:

- Develop a set of best practices for tree selection, purchase, installation and care that include creative adaptations and establish high standards for all public and private projects.
- Protect the urban forest from and during the development process, on public and private property.
- Establish a goal of no net loss of trees. Where a tree is removed due to development whether public or private, the responsible party should be required to replace it in kind, either through new planting or fees.
- Institute a comprehensive reforestation program for aging stands in City parks and public institutions.
- Allocate and secure funding for planting and maintenance from public and private sources.
- Establish citywide goals for the urban forest and monitor results on an annual basis. Possible examples include providing one street tree for every five residents and raising the canopy coverage to 15%.
- Update the list of recommended trees, to reflect availability and horticultural advancements and consistent with the identity and local character of the city.
- Engage the leadership of the city to implement major tree planting programs targeting underserved neighborhoods in order to achieve greater environmental equity and accessibility.
- Engage the SF Unified School District, Parent Teacher Associations and community groups to develop tree programs at schools.

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"San Francisco's urban forest is comprised of all the trees and other vegetation found within city limits, a collected greenscape that provides environmental, economic, and social benefits for today and into the future."

San Francisco Urban Forestry Council, 2005

I. Introduction

Thousands upon thousands of trees comprise San Francisco's urban forest. It is easy to acknowledge that Golden Gate Park and Stern Grove are part of the urban forest. But what about the trees in the middle of Van Ness Avenue? Yerba Buena Gardens? The eucalyptus groves at the Presidio? The stands of Monterey cypress that line the Olympic Club's golf courses? The palm trees that define the Embarcadero? The cherry trees in a backyard? They are all part of San Francisco's urban forest.

It is important to note that few of these trees are naturally occurring. Much of San Francisco's urban forest has its origins in planting efforts from the period 1865 to 1925. Almost all were planted by entrepreneurs, the military and citizens who recognized that San Francisco would be a better place if trees filled its parks and lined its streets. By planting trees, San Francisco would become a more livable, enjoyable city.

San Francisco's urban forest plays three major roles in the character of the City. First, it is part of the basic fabric of San Francisco. Without that forest, the City would be less welcoming, less inviting and less conducive to a good quality of life. What would San Francisco be like without Golden Gate Park? The trees along the streets and in parks are as much a part of the City's infrastructure as the streets themselves.

Second, the urban forest provides important economic and environmental benefits to the property owners and the community. It creates an environment where people can escape the intensity of urban life and be restored.

Third, outdoor recreation is intimately connected to the experience of the City's urban forest. There is growing evidence that the experience of nature in urban areas is restorative, reducing mental fatigue. This experience is directly associated with human health and well-being. The need for the experience of nature and its power of restoration is absolutely critical, as over 80% of Americans now live in urban areas.

Like San Francisco, many cities throughout North America recognize the importance of having a healthy and sustainable urban forest. As a result, they are investing in urban forest programs while examining the benefits and costs. The USDA Forest Service Center for Urban Forest Research has worked with a range of cities including Chicago, New York City, Seattle, Toronto, Minneapolis, Charlotte and Berkeley.

As part of a larger movement among cities to be active stewards of the urban forest, San Francisco is focusing on the sustainability of trees in the city. San Francisco has formally acknowledged the importance of the urban forest through the establishment of a tree advisory board, which is now the Urban Forestry Council. In 2005, Mayor Gavin Newsom signed the United Nations Urban Environmental Accords with an Urban Nature section that includes specific actions for urban forestry. Action 11 of the Urban Environmental Accords calls for measuring canopy cover, increasing canopy cover, and maintaining at least 50% of available street tree sites. Actions 10 and 12 are related to the community and wildlife benefits of urban forests. Furthermore, the Mayor's Office has launched the Livable Cities Initiative to achieve multiple city greening goals by 2010 and urban forestry is

cornerstone of this plan. As we reap the benefits sown by others, we must plan and create the forest that future generations will enjoy. We cannot be complacent about this responsibility—sustaining the urban forest requires commitment and action.

San Francisco's urban forest was created in a relatively brief period of intense tree planting that occurred almost 100 years ago. The mature trees of Golden Gate Park, the Presidio and other green spaces were planted during this time. Since that time, however, the urban forest has been shrinking in size. Meanwhile, the human population and the need for the benefits of trees have grown even as the stresses on trees have increased. Funding for management of public trees has been inadequate. Trees that have died due to old age and disease have not been replaced and planting in parks has not kept up with the losses. Trees on private lands have been removed during development. Trees along the street are removed but not always replaced. The life cycle of the most prominent species would indicate that replacement and replenishment must take place immediately.

The shrinking of San Francisco's urban forest must be halted and the trend reversed. Now is the critical time to reinvest in the urban forest. As San Francisco's population continues to grow and age, city trees are needed to mediate issues like air pollution, storm water runoff, and social stress. Furthermore, trees will help city dwellers adapt to global climate change and the likelihood of a warmer climate with more frequent storms. More trees are needed in throughout the City; existing trees need better care; and large stands of trees must be conserved and reforested.

No single owner or agency can reverse the loss of the urban forest and the work of planting and maintaining must be shared. In order to provide a framework for that effort, San Francisco's Urban Forest Council has taken a lead role. The Council believes that an **Urban Forest Plan** will guide the continued enhancement and evolution of the City's trees and green spaces.

This Plan is the result of a long history of concern for the City's urban forest. In 1992, Friends of the Urban Forest produced *The State of the Urban Forest*, a document that identified several key needs for the urban forest. A second *State of the Urban Forest* report was prepared in 2001. One of the key findings and recommendations was the need for coordinated effort among city department and agencies in managing the urban forest. In 2002, the City created the Urban Forest Council, a group of citizens assembled to advise city government, through the Department of the Environment, on how best to care for the urban forest.

In 1997, *The Sustainability Plan for the City of San Francisco* was prepared. This plan identified areas where resource depletion could be halted and resource restoration achieved. It wove together environmental, economic and social concerns, recognizing that a sustainable city required all three.

One of the *Plan's* main topics was **Parks, Open Spaces and Streetscapes**. In addition to filling the traditional roles of recreation and habitat, the *Sustainability Plan* noted that parks and open spaces were part of the "social fabric of the community and....a critical element in the economic development of the city." It recognized that these spaces must be created and maintained. Parks and open spaces do not arise spontaneously—they result from good planning and implementation. The recommendations for this section focused on creating new parks and open space, available to everyone in the City; enhancing existing streetscapes; and fostering planting of trees on private land. The *Sustainability Plan* also noted that increased funding and public participation were necessary to meet the goals.

The Urban Forest Council hopes to take the findings and recommendations of the *State of the Urban Forest* and *Sustainability Plan* to the next logical step: creating a standard reference document that

defines policies and procedures for urban forestry management in San Francisco. In doing so, the Urban Forestry Council will fulfill its mandate to create a comprehensive urban forest plan according to the ordinance that created the Council.¹ This Urban Forest Plan will serve many users, ranging from city departments and non-profit organizations to private companies that manage San Francisco's trees. The final plan will be distributed to all affected city agencies and available for other groups and the public. The Urban Forest Plan will be incorporated into the City and County of San Francisco's policy documents.

Four key statements are fundamental to forming the Plan:

1. San Francisco's urban forest is comprised of all the trees and other woody vegetation found within city limits, and is located on a mosaic of public and privately owned land. Many of the large-scale plantings are mature in character and have a limited life span.
2. San Francisco's urban forest provides important economic, environmental and social benefits to the City's residents, visitors, neighborhoods, and businesses.
3. San Francisco's urban forest requires active management. A passive approach of letting trees grow without care will ultimately doom the City's forest to deterioration. Sustaining the urban forest will involve the coordinated efforts of city agencies, non-government organizations, businesses and individuals.
4. San Francisco's urban forest is as much a part of the City's infrastructure as roads, bridges and tunnels. As such, the urban forest must be considered at all stages of planning and development. There is a clear need to raise community awareness about the urban forest as an integral part of the City.

The geographic breadth of the Urban Forest Plan will mirror the Scope of Authority granted to the Urban Forest Council in San Francisco's Administrative Code and Environmental Code and will be limited to the territorial boundaries of the City and County of San Francisco. To effectively address the whole of the urban forest, the Plan will address trees on both private (including residential backyards) and public property, as well as in parks and other large open spaces. The Plan will support efforts of organizations such as the Presidio Trust, University of California – San Francisco, and the Olympic Club in developing management plans specific to their forests.

The scope of the Plan will be focused on trees, but policy recommendations will be informed by, and considered in relation to, the larger ecological context including wildlife management, air, water systems as well as other woody vegetation such as shrubs and median strip plantings.

Organization of the Plan

This Urban Forest Plan is divided into four sections.

1. A historical overview of the urban forest.
2. A description of the urban forest--its species composition, distribution and structure. This section also identifies the environmental benefits provided by the forest as a whole. It also focuses on the City's street tree population, analyzing both the costs associated with their installation and care, and the benefits provided by their presence.

¹ Environment Code Chapter 12

-
3. The identification of five goals that strive to take care of existing trees, plant new ones in needy areas, translate a love for San Francisco's trees into action, develop consistency of care and management and provide adequate, stable funding.
 4. The final section identifies specific actions needed to implement the goals. In doing so, the City agency responsible to develop and implement the recommendations is identified.

II. The Origins of San Francisco's Urban Forest

No forest existed prior to the European settlement of the city and the photographs and written records from that time illustrate a lack of trees. Previously, there was an Ohlone Indian population who used the native plant resource. Towards the Pacific Ocean, one saw vast dunes of sand, moving under the constant wind. While there were oaks and willows along creeks, San Francisco's urban forest had little or nothing in the way of native tree resources. The starting point for the urban forest was a treeless expanse of shrubs and low-growing plants.

The City's urban forest arose from a brief but intense period of afforestation, which created forests on land without tree cover. This period of planting, on public and private property began in the late 1800s and was essentially complete by 1925. Since that time, the public agencies and private landowners of the larger parcels of forest have enjoyed the benefits of those early tree planting efforts. Yerba Buena Gardens, Crissy Field, Justin Herman Plaza and the Embarcadero are relatively recent additions to the urban forest.

In the late 1860s, the City began reserving land for parks, with Hill Park (now Buena Vista) as the first parcel. By the 1870s, the vision of Golden Gate Park as a public pleasure ground was taking shape with the initial planting of trees taking place in 1872. Stern Grove had its origins about the same time, as the Greene family planted fast growing eucalyptus trees throughout the property. Private enterprise was establishing what would eventually become places like McLaren and Glen Parks.

It was also during this period that the Army, occupants of the northwest corner of the city, developed the area we know as the Presidio. By the end of 1892, some 350,000 trees were planted and over time the sandy dunes were transformed into mixed forest suited for multiple uses. About the same time, Adolph Sutro was making plans to establish areas of timber-production in the city, installing thousands of tree seedlings on Mount Parnassus (now Mount Sutro).

Early in the 1900s, several important golf courses including the Olympic Club, the San Francisco Golf Club, the California Club and Harding Park were established in the southwest section of the city. Within each course, thousands of trees were planted during construction.

The City's network of streets was established by the early 1900s. The idea of having trees along city streets was not seriously pursued until 1955, when a program of planting and care was established. In recent years, the City's Department of Public Works has teamed with non-profit organizations such as the Friends of the Urban Forest to plant new trees along streets.

More than a century after the first trees were installed, the framework of San Francisco's urban forest is still based on these initial plantings. At this time, the urban forest is owned and managed by a mix of public agencies and private groups (Table 1). At least a dozen City departments have some responsibility for trees and their care. Many agencies are independent of City and County government. They include local organizations such as the School District as well as state and federal agencies. A large number of trees are located on private property.

The fact that many stakeholders take care of the urban forest presents a significant challenge to long-term management. Organization priorities and missions vary widely while state and federal agencies are exempt from municipal tree ordinances. There is, however, a compelling need for cooperative effort and clarity of purpose. Most San Franciscans would agree that the urban forest is an asset to the community. The challenge of finding a comprehensive vision to manage this resource is a critical one, central to the success of any plan, and must involve a wide range of stakeholders with various priorities and viewpoints.

The origin of the City's urban forest can be traced to a single burst of public and private tree planting during a 50-year period, almost a century ago. Trees do not live forever and unless the existing trees receive continued care, they will age and die at an increasing rate. Even if they receive care, all of the trees that comprise the urban forest will eventually die. The fact that many trees are approaching 100 years of age makes the need for replacement and replenishment even more urgent.

Unless more trees are planted, the urban forest will become smaller since nature will not replace these losses. New parks, street tree plantings, and green spaces must be established to ensure the urban forest benefits all San Franciscans.

**Table 1. Owners and managers of significant portions
of San Francisco's urban forest**

City and County of San Francisco Agencies

Bureau of Urban Forestry- Department of Public Works	Implements Urban Forestry Ordinance (Article 16) of Public Works Code: street trees, landscaped medians, sidewalk repair, education & outreach. Works in conjunction with non-profit groups to plant new trees.
Recreation & Park Department	Manages 3,000 acres with an estimated 100,000 trees, in parks, natural areas, golf courses, and watersheds. Sites include Golden Gate Park, Gleneagles & Harding Park golf courses, and Stern Grove.
SF Housing Authority	Responsible for trees within public housing.
SF Public Utilities Commission	Manages trees and vegetation in relation to public water reservoirs in and around San Francisco.
Port of San Francisco	Responsible for trees and woody vegetation related to the Port.
SF Municipal Railway (MUNI)	Responsible for trees that may encroach on overhead conductors, through State of California General Order 95.
San Francisco International Airport	Responsible for trees and woody vegetation within its facilities.

State Agencies

University of California, San Francisco	Responsible for trees and woody vegetation within its facilities including the Mount Sutro Open Space Reserve.
San Francisco State University	Responsible for trees and woody vegetation within its facilities.
SF Redevelopment Agency	Responsible for planning, planting, managing, maintaining and overseeing the management of trees within its projects, constituting several thousand acres and including large open spaces, parks, and streetscapes.
SF Unified School District	Responsible for trees within school facilities.

Federal Agencies

U.S. Department of the Interior- National Park Service	Golden Gate National Recreation Area (GGNRA). Responsible for coastal sections of the Presidio as well as Fort Mason, Lands End and Fort Funston.
The Presidio Trust	A public-private partnership responsible for the management of the Presidio's forest.

Private Properties

The Olympic Club	Responsible for trees and woody vegetation within its facilities.
The San Francisco Golf Club	Responsible for trees and woody vegetation within its facilities.

III. The Structure and Function of the Urban Forest

Most San Franciscans readily acknowledge that the urban forest makes the City a nicer place to live. They appreciate the beauty of parks, gardens and the trees along city streets. However, the management of the urban forest presents many challenges that may not be apparent to the average person.

Many resource managers in San Francisco have lacked specific knowledge as to the number and location of trees under their care. The Department of Public Works (DPW) is the exception, having a decade-long work history. Even with such information, DPW has lacked a quantitative understanding of the functional roles that street trees play in the community until recently. Through collaboration with the United States Department of Agriculture (USDA) Forest Service, San Francisco now has a better understanding of its street tree and total tree population. As a result, there is quantitative information on tree population, age distribution, tree species, tree condition and associated benefits on canopy cover, environmental benefits and costs.

The Nature of the Urban Forest

In 2004, the San Francisco Urban Forest Council invited a research team from the United States Department of Agriculture Forest Service to study San Francisco's urban forest. The team's report, issued in early 2005², was the first comprehensive analysis of San Francisco's urban forest, that is, all of the trees growing within the city limits.³ The project employed the Urban Forest Effects Model (UFORE), a comprehensive tool that assesses the structure and function of a community's urban forest.

The Department of the Environment followed an established protocol and collected field data from 200 randomly selected ground plots throughout San Francisco. This data was forwarded to the USDA Northeastern Research Center where David Nowak and his research team analyzed the data with a computer model (UFORE) to understand San Francisco's entire urban forest.

Since the area was once grasslands and riparian habitat, San Francisco has negligible native tree resources, although some oak and willow trees are native to the area. The species that comprise the urban forest today are not native to the City. The USDA Forest Service reported that there are 668,000 trees represented by over 100 different species in San Francisco. Tasmanian blue gum is the most common type of tree with over 100,000 trees present. Monterey pine (56,000), Monterey cypress (25,000), and glossy privet (21,000) are also common. Five species of the genus *Pittosporum* comprise another 85,000. The first three species dominate the city's large green spaces such as the Presidio, Mount Sutro and Golden Gate Park. Karo (*Pittosporum crassifolium*) and Chinese privet (*Ligustrum lucidum*) are commonly found as street and landscape trees.

The urban forest is very fragmented with the exception of parks and natural areas in the north and western edges of the city. A GIS map of San Francisco indicates that several large parks and many small parks are scattered throughout the city (Figure 1).

The UFORE study calculated the surface area covered by tree canopies in San Francisco. Almost half (43%) of San Francisco's land area is covered by streets, sidewalks and other forms of pavement. Another 26% is occupied by buildings and will likely not be available for planting trees and other

² USDA Forest Service. September 2005 (draft). Assessing Urban Forest Effects & Values. USDA Forest Service. Northeastern Research Station. Syracuse NY. General Technical Report. 22pp.

³ For a detailed discussion of the methods and models used in the study, refer to the following paper:
<http://www.fs.fed.us/ne/syracuse/Pubs/Downloads/qtme290.pdf>.

vegetation. The urban forest canopy covers approximately 12% of the San Francisco. This compares to 10% in Los Angeles, 27% in New York City, 28% in Chicago and 34% in Seattle. This measurement of San Francisco's tree canopy cover satisfies Article 11 of the Urban Environmental Accords.

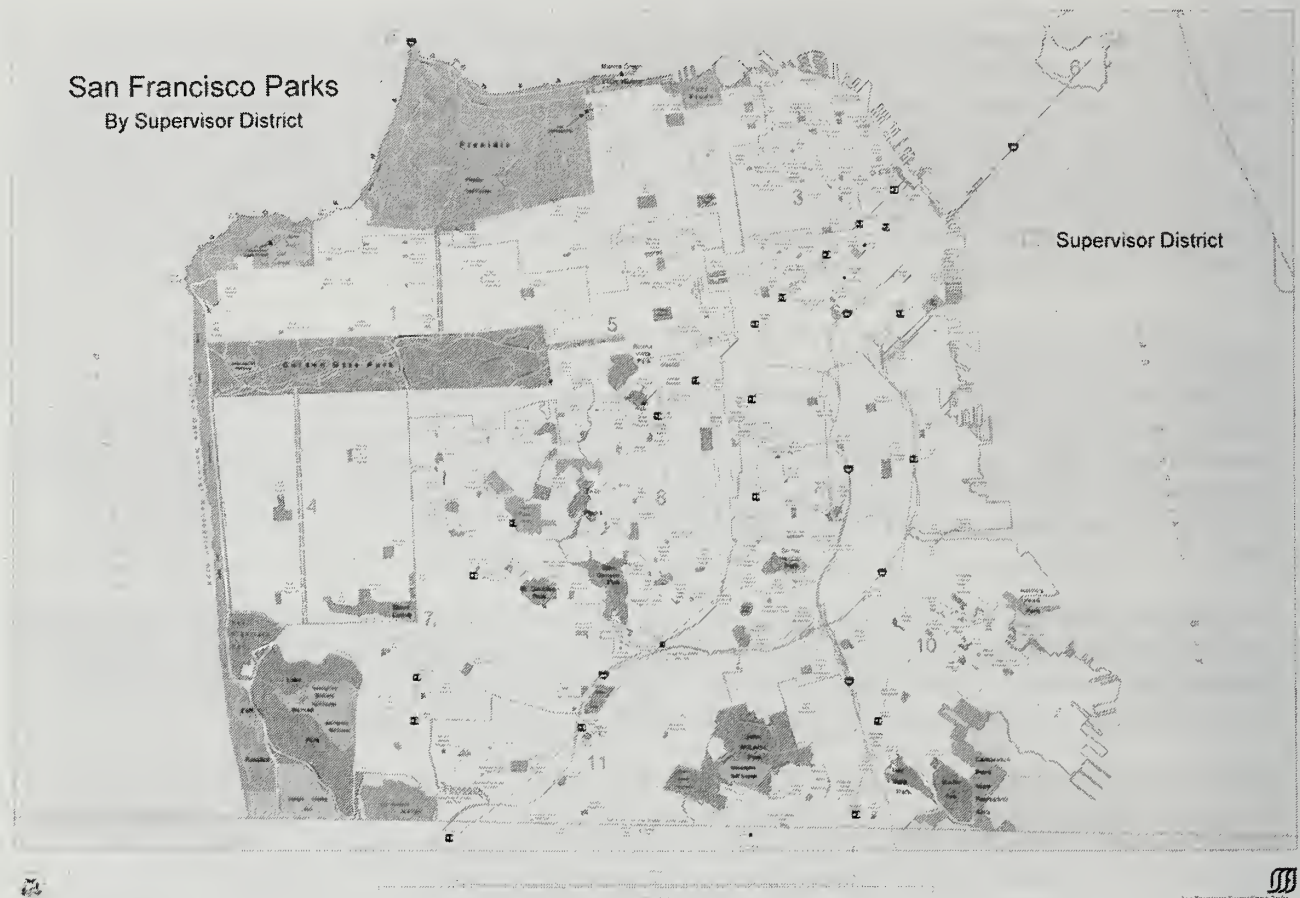


Figure 1. Overview of parks and natural areas in San Francisco

Sources of information

Stasio, S. 2005. San Francisco Parks by Supervisor District Map. Department of Recreation and Park.

The structure of the urban forest in several other U.S. cities has also been analyzed by the Forest Service team and the UFORE model (Table 2). With a human population of 764,069 and an urban forest of 668,000 total trees in San Francisco, there is approximately 1 tree per citizen (0.87). This falls into the mid-range of cities with UFORE analysis, where the low was Brooklyn, NY (0.25 trees/citizen) and the high was Baltimore, MD (3.0 trees/citizen). Another way to compare these cities is looking at the number of trees per square mile and the number of people per square mile. Among the seven cities in Table 2, places with higher population density have lower tree density per square mile. An exception occurs when comparing San Francisco and Jersey City. Despite having a higher

population density per square mile than Jersey City, San Francisco has 5000 more trees per square mile. This is a simple comparison between San Francisco and large cities throughout the United States with different conditions such as climate, land use and demography; thus, it is important not to make assumptions about future tree density trends in San Francisco or other cities based on Table 2.

As the trees in the urban forest grow, they *remove contaminants from the atmosphere*. The UFORE report found that each year, over 287 tons of ozone, particulates, nitrous oxides, sulfur dioxide and carbon monoxide are taken out of the air by the action of the urban forest. The value of this *environmental benefit is \$1.3 million per year*. In addition, San Francisco's trees remove 5,100 tons of carbon from the atmosphere and store approximately 194,000 tons as biomass. A reduction in air pollution benefits everyone, particularly people with asthma and other respiratory health problems.

While the USDA Forest Service described and quantified some functions of the urban forest, the UFORE study did not capture all the benefits of trees. Besides mitigating air pollution, trees provide numerous public health benefits. The leafy canopy of trees reduces ambient temperature and provides natural shade. Trees not only cool their surrounding area, they also reduce ultraviolet radiation (UV) and the risk of skin cancer.⁴

As importantly, there are a number of studies verifying the immense value of urban forests to the social well-being of people. The simple presence of *forests, trees and other vegetation helps people recover from mental fatigue*, leading to a reduction in socially unacceptable behavior and crime.⁵ Children exposed to outdoor green space exhibit fewer behavioral problems like Attention Deficit Disorder and a greater ability to concentrate.⁶

Furthermore, trees can reduce energy demand and consumption. Trees reduce ambient temperatures and wind speed, which results in energy savings for cooling and heating.⁷ At present San Francisco has a cool and temperate climate. However, as temperatures rise due to global climate change, energy demand and costs will likely increase as well. Having a healthy and robust urban forest is one strategy to mitigate climate change.

As well as offering benefits to humans, urban forests provide *habitat for wildlife*. Birds, butterflies and insects may be the most visible indicators of this function. Yet we know that even an urban area like San Francisco is home to mammals such as coyote, fox and skunk. In addition, a wide range of reptiles and amphibians are present. These organisms face many challenges to their survival including habitat fragmentation and loss, traffic, domestic pets and human activities. Connecting and expanding green space in San Francisco will improve conditions for wildlife.

There are numerous opportunities throughout San Francisco to maintain and enhance the urban forest particularly within public parks and institutions. There are many stakeholders in this effort such as the Department of Recreation and Park, San Francisco Public Utilities Commission, Laguna Honda Hospital, Department of Public Works and Friends of the Urban Forest.

⁴ Purdue News. April 2002. Researchers say trees could affect land use, reduce skin cancer.
<http://www.purdue.edu/UNS/html4ever/020422.Grant.shade.html>

⁵ Kuo, F. E., Sullivan, W.C. 2001. Environment and crime in the inner city: does vegetation reduce crime? *Environment and Behavior*, (33) 3: 343-367.

⁶ Taylor, A.F., Kuo, F.E. and W.C. Sullivan. 2001. Coping With ADD: The Surprising Connection to Green Play Settings, *Environment and Behavior* (33)1: 54-77.

⁷ Geiger, J.R. 2001. Save dollars with shade. Center for Urban Forest Research, Pacific Southwest Research Station, USDA Forest Service. 4 pg.

Table 2. Ratio of trees to population in U.S. cities analyzed using the UFORE model

City	Population	Number of Trees	City area square mi	People/ square mi	Trees/ square mi	Trees/ person
Brooklyn, NY	2,465,326	610,000	81.8	30,138	7,457	0.25
Jersey City, NJ	228,537	136,040	14.9	15,338	9,130	0.60
San Francisco, CA	776,733	668,000	46.7	15,936	14,304	0.87
Philadelphia, PA	1,585,577	2,112,619	135.1	11,736	15,637	1.33
Chicago, IL	2,783,726	4,100,000	227.1	12,257	18,053	1.47
Boston, MA	574,283	1,183,451	48.4	11,865	24,451	2.06
Baltimore, MD	651,154	2,210,200	80.8	7,874	27,354	3.39

Sources for population data

Baltimore, Brooklyn, San Francisco: United States Census 2000 data.
 Boston, Chicago, Jersey City, Philadelphia: United States Census 1990 data.

Sources for city land area data

McGeveran Jr, W.A. (ed.). The World Almanac and Book of Facts 2006. World Almanac Books: New York. 1008 pg.
 Jersey City <http://www.cityofjerseycity.com/about.html>
 Brooklyn <http://www.nyc.gov/html/dcp/pdf/lucds/brooklynprofile.pdf>

Sources for tree data

City

Nowak, D., D. Crane, J. Stevens and M. Ibarra. 2002. Brooklyn's Urban Forest. USDA Forest Service. Northeastern Research Station. Syracuse NY. General Technical Report NE-290.	Brooklyn, NY
USDA Forest Service. Northeastern Research Station. 1998. http://www.fs.fed.us/ne/syracuse/Data/State/data_NJ_jc_ufore.htm	Jersey City, NJ
USDA Forest Service. Northeastern Research Station. 2005 (in preparation). Assessing Urban Forest Effects & Values: San Francisco's urban forest. Syracuse NY. General Technical Report.	San Francisco, CA
USDA Forest Service. Northeastern Research Station. 1996. http://www.fs.fed.us/ne/syracuse/Data/State/data_PA_phil_ufore.htm	Philadelphia, PA
McPherson, E.G, D. Nowak and R. Rowntree (eds.). 1994. Chicago's urban forest ecosystem: Results of the Chicago Urban Forest Climate Project. USDA Forest Service. Northeast Forest Experiment Station. Radnor PA. General Technical Report NE-186. 201p	Chicago, IL
USDA Forest Service. Northeastern Research Station. 1996. http://www.fs.fed.us/ne/syracuse/Data/State/data_MA.htm	Boston, MA
Nowak, D., M. Kuroda and D. Crane. 2004. Tree mortality rates and tree population projections in Baltimore Maryland USA. <i>Urban Forestry & Urban Greening</i> . 2(3):139-148.	Baltimore, MD

The Department of Recreation and Park manages 3,480 acres and 209 parks, which provide habitat for trees. Implementation of Recreation and Park's existing forest management plans would result in improvements to the urban forest. Within Recreation and Park, the Natural Areas Division manages a smaller area (860 acres within 31 parks) and focuses on habitat restoration for native plants and animals. Another opportunity is the San Francisco Public Utilities Commission (PUC) Alameda Watershed Plan. The primary objective of this plan is to ensure a sustainable supply of clean water for the present population and future generations of San Francisco. A focus on planting and maintaining the urban forest on PUC land would complement the vegetation management goals in the Alameda Watershed Plan. Furthermore, public institutions such as Laguna Honda Hospital are interested in establishing more trees but they need resources. The role of the Department of Public Works and Friends of the Urban Forest will be discussed in detail in the next section.

In summary, each year trees in San Francisco are planted and removed. Because the City has no native forest, there is little natural regeneration. For this reason, maintaining the current forest of 668,000 trees requires that planting keep pace with tree removal. There is no information on a citywide level as to whether or not this is occurring.

The Forest along the Streets

Streets and public rights-of-way comprise the most significant opportunity for planting within the city. But although one-quarter of the city (almost 8,000 acres of land) is devoted to these public spaces, they are underplanted and existing trees are not linked to a larger and coherent community. Unlike trees in parks and backyard areas, street trees struggle with even more urban stresses, in particular, soil compaction and paved surfaces that restrict root and tree growth. At the same time, the urban street tree, more than any other element in the city landscape, can most effectively mediate due to its proximity, the environmental impacts of vehicular exhaust, noise, urban run-off and pollution.

The capacity of streets to grow trees is often compromised by other demands like vehicular traffic. A static approach to street design must be replaced by a new attitude that envisions the urban forest as an integral part of the infrastructure of the street, as important to and fundamentally tied to a much broader and diverse vision, related to all modes of movement and imparting a sense of scale and identity that makes urban environments more humane and livable. In some cases, street plantings have failed—for various reasons—and now need to be replaced. The Market Street plantings of London plane trees (*Platanus x acerifolia*) are a case in point. Rather than creating an intentional ribbon of green that would underscore the importance of this street in the city, the trees along Market are stunted and contorted and appear abused, which they are. In these cases, major new street tree plantings should be undertaken as part of rethinking a broader role for the street itself.

Within the public right-of-way along San Francisco's streets are approximately 106,000 trees, or 16% of the City's 668,000 tree urban forest.⁸ Street trees, defined by location, illustrate the diversity of ownership and management of the urban forest. The Department of Public Works (DPW) maintains about 26,000 trees, primarily located along boulevards and arterials. Property owners maintain another 80,000 trees, primarily in residential settings.

San Francisco's street trees are not evenly distributed across the city (Table 3). Street tree populations, both publicly and privately maintained, range from 3,723 trees in District 3 (North Beach) to 12,898 in District 5 (Western Addition). Most of the street trees in District 4 (Sunset) are managed

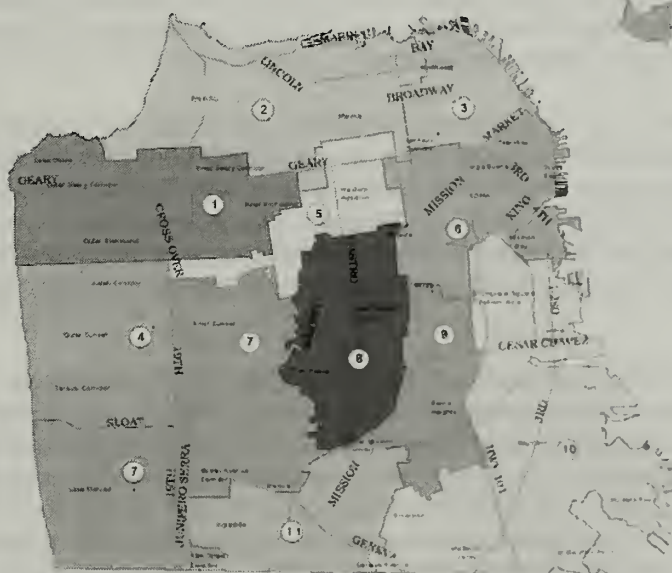
⁸ Maco, S., E. G. McPherson, J. Simpson, P. Peper and Q. Xiao. 2003. City of San Francisco. Street Tree Analysis. USDA Forest Service. Pacific Southwest Research Station. Davis CA. 117pp.

by the property owner. In District 5 street tree management is more evenly divided between DPW and private management.

Table 3. San Francisco's Street Tree Population by Supervisory District

District		Number of Trees			% of Total
		DPW	Private/Public*	Total	
1	Richmond	2,041	3,604	5,645	5.3%
2	Marina	1,076	7,160	8,236	7.7%
3	North Beach	999	2,724	3,723	3.5%
4	Sunset	1,453	7,115	8,568	8.0%
5	Western Addition	6,151	6,747	12,898	12.1%
6	South of Market area	1,559	9,421	10,980	10.3%
7	Merced	2,317	8,677	10,994	10.3%
8	Castro/Noe	1,772	12,636	14,408	13.5%
9	Mission/Bernal	3,352	9,063	12,415	11.6%
10	Potrero/Bayview/HP	4,073	8,438	12,511	11.7%
11	Excelsior/Outer Mission	1,696	4,714	6,410	6.0%
Total		26,490	80,299	106,789	

*Private/Public denotes street trees that are publicly owned but managed by private individuals and/or property owners.



Sources of information

San Francisco Department of Public Works, Bureau of Urban Forestry. December 2005. DPW Trees.

Maco et al. 2003. City of San Francisco Street Tree Analysis. USDA Forest Service Pacific Southwest Research Station, Davis CA.

Rodgers, A. 2005. San Francisco District map. Planning Department.

Another way of comprehending the number of street trees is to compare them with the people and streets that naturally border them. With 106,000 street trees and a human population of 776,733, there are approximately seven San Franciscans for each street tree (Table 4). Across districts, the number of residents per tree ranges from 4.8 in District 8 (Castro/Noe) to 18.9 in District 2 (North Beach). Comparing the number of street trees of the miles of streets is another way to visualize and comprehend street trees in San Francisco. The citywide average is 113 trees per mile of street. However, there is great variation in the number of street trees per mile among districts. The number of street trees per mile of street range from 209 trees per mile in District 5 (Western Addition) to 66 in District 2 (North Beach). The citywide average is 113 trees per mile of street.

These numbers are brief summaries of street tree populations that permit simple comparison between neighborhoods in San Francisco; they are not intended to explain the multiple factors that contribute to the variation in street tree population and condition.

Looking at the ratio of residents to each street tree is a common standard of comparison between cities. With seven residents for each street tree, San Francisco was at the low end of 22 cities whose street tree populations were studied by the United States Department of Agriculture Forest Service. Los Angeles, Eugene, OR and Syracuse, NY all have one street tree for every five residents.

The San Francisco street tree population and ratio to residents lags behind other cities for many reasons. In a majority of residential areas, the property owner is required to pay for street tree planting and maintenance, which can be a barrier especially to lower income residents. By contrast some cities provide street trees and limited maintenance for free. Residents may also have cultural preferences that make tree planting less desirable.

Besides social considerations, there are physical obstacles to planting and tending healthy street trees. Street and sidewalk infrastructure makes it difficult to plant trees. Furthermore, overhead wires, utility undergrounding and paved surfaces are often prioritized before trees. Often the paved area of the street is far more extensive than is needed to perform the necessary functions and creative approaches can accomplish larger goals for reclaiming space for pedestrians and bicyclists and creating streets that are calmer and designed to be more supportive of the neighborhoods and districts around them.

A tremendous opportunity exists to take advantage of lost space within the city and dramatically expand the urban forest through the conversion of pavement into healthy soil and permeable surfaces capable of supporting the urban forest. One opportunity is transforming public rights-of-way. A public right-of-way is an area affiliated with alleys, boulevards, courts, lanes, roads, sidewalks, spaces, streets, unaccepted streets and ways within San Francisco under the jurisdiction of the Department of Public Works. Common examples include medians, sidewalks, triangles and unaccepted streets. The DPW Street Parks Program helps community members transform public rights-of-way into open spaces with landscaping and other amenities. For example, the San Jose/Guerrero Coalition to Save Our Trees transformed street medians with trees, shrubs and plants, while the Quesada Gardens Initiative established a community garden in Bayview/Hunters Point, which includes trees.

These efforts compliment Traffic Calming Program Guidelines developed by the Department of Parking and Transportation (DPT). Within the guidelines, there are opportunities to incorporate street trees. About 50% of the program's projects incorporate trees, shrubs, rocks, drought tolerant plants and limited irrigation and proposed median islands would incorporate trees. Also, DPT is currently working on the San Francisco Pedestrian Plan, which is another way to promote street trees and their numerous benefits.

In addition, there are over 127,000 empty planting sites present along City streets. Most (98%) of these are void space, locations where no planting basin currently exists. Installing a tree in those spaces requires cutting the existing pavement and creating a new planting basin. About 5,000 spaces are existing basins that simply lack a tree. However, some existing and potential basins may be unsuitable for tree planting due to considerations like accessibility for the disabled, utilities, driveways and curb cuts.

As with the trees themselves, potential planting spaces are not evenly spread across the city. For example, less than 30% of the potential planting spaces in Districts 4 and 11 are planted with trees whereas over 70% in Districts 5 and 8 have trees (Table 4).

A great opportunity exists to enhance San Francisco's street tree population by simply planting within the existing street system. There are more potential planting spaces in San Francisco (127,500) than are currently occupied by a street tree (106,000). In theory, the street tree population could be doubled by simply planting in the vacant spaces. However, the actual number of potential planting spaces is less than 127,500 due to the presence of underground utilities, view sheds and proximity to related infrastructure. Given that the distribution of trees across the city is uneven, new trees could be installed in neighborhoods with fewer street trees.

In response to this opportunity, the Urban Forest Council has written a Street Tree Action Plan that includes planting, maintenance and funding goals.⁹ The stated target of planting 5,000 new trees each year will place 100,000 additional street trees over 20 years. The Mayor's Office is leading the implementation of this plan, which supports Article 11 of the United Nations Urban Environmental Accords.

Among the 106,000 street trees in the city, the most common species are small- and medium-sized species: Victorian box, Indian laurel, New Zealand Christmas tree and plum. Large tree species such as blue gum, Monterey pine and Monterey cypress, while common in the open space areas, are present only in small numbers. It is important to plant the largest tree possible for each planting site whenever possible. In some cases there is not enough space, either above- or below-ground, for large trees along city streets.

Citywide, 60% of the street trees are in good condition, 30% in fair and 10% in poor condition or dead. Tree condition varies across the city due to species selection, growing conditions and ongoing care and maintenance. In District 6 (SOMA) for example, 85% of the private trees are in good condition while in Districts 3 (North Beach) and 11 (Excelsior/Outer Mission), only 27% and 25% are. Given the variation in economic development across the supervisory districts, it is not surprising that trees managed by private property owners vary in condition. It is surprising that the same pattern occurs in publicly managed street trees. Few public trees in District 10 (Potrero/Bayview/Hunters Point) are in good condition, while 76% in District 11 (Excelsior/Outer Mission) are in good condition.

⁹ Urban Forestry Council. November 2004. *Enhancing San Francisco's Neighborhoods: A Proposed Street Tree Action Plan*. 4 pp.

Table 4. San Francisco's Street Tree Population: Distribution by Supervisory District

District		No. residents per tree	No. trees per street mile	Filled planting space (%)
1	Richmond	12.4	79.0	48
2	Marina	8.1	110.5	67
3	North Beach	18.9	66.2	39
4	Sunset	8.2	93.8	26
5	Western Addition	5.6	208.9	72
6	South of Market area	6.4	136.9	42
7	Merced	6.3	76.9	32
8	Castro/Noe	4.8	146.1	71
9	Mission/Bernal	5.7	184.1	62
10	Potrero/Bayview/HP	5.2	110.8	34
11	Excelsior/Outer Mission	7.9	74.5	29
Total		7.0	112.8	44



Sources of information

San Francisco Department of Public Works, Bureau of Urban Forestry. December 2005. DPW Trees.

Maco et al. 2003. City of San Francisco Street Tree Analysis. USDA Forest Service Pacific Southwest Research Station, Davis CA.

Rodgers, A. 2005. San Francisco District map. Planning Department.

Street tree survival varies depends on many factors such as location, maintenance and community involvement. Since 1987, over 38,000 street trees have been planted by the Friends of the Urban Forest (FUF), the City's foremost non-profit tree organization.¹⁰ A survey of trees planted by FUF has shown that almost 90% of trees were alive 36 months after planting and over two-thirds were alive 10 years after planting. There were important species and location differences in tree survival and growth, information that helps FUF enhance the growth and performance of new plantings. Residents of the Castro/Eureka Valley areas can take pride that over 90% of trees were alive after 10 years.¹¹ A national study on community based urban forestry projects confirms the effectiveness of Friends of the Urban Forest and similar organizations.¹²

On the other hand, the Department of Public Works has internal departmental data on street tree mortality. For street trees managed by DPW, the estimated mortality rate is 5% within five years after planting. Then the estimated mortality rate drops to 1.5% after five years.¹³

There is no comparable study or data set for street trees managed by property owners without assistance from Friends of the Urban Forest or DPW.

Common objections to street trees are potential conflicts with pavement and utility lines. However, in San Francisco there are relatively few conflicts between trees and these types of infrastructure. Only 15% of street trees have displaced pavement more than 0.5 inches. Although the vast majority of street trees are located beneath overhead utilities, only about 10% have been topped to provide clearance. Both of these conflicts may become more significant in the future as young trees enlarge in size. In order to ensure tree growth and health above and below ground, infrastructure improvements are necessary.

In 2003, the Urban Forest Council asked a team of scientists from the USDA Forest Service's research unit in Davis, California to calculate the costs and benefits provided by the City's street trees.¹⁴ The Forest Service team worked in cooperation with Friends of the Urban Forest and Department of Public Works to survey the street tree population. Subsequently, the Forest Service analyzed the cost of managing 26,490 trees maintained by DPW, and evaluated the benefits provided by the trees to the city.

Street trees managed by DPW:

- Have an annual maintenance cost of \$4.77 million, based on operating budget of \$3.43 million and \$1.35 million spent by other departments on street trees. The largest expenditures involve tree pruning (\$2.26 million) and litigation costs (\$1.08 million).
- Provide the city with \$7.5 million in annual benefits including property value increases which account for \$6.9 million per year of this total.
- Provide \$467,000 per year in controlling storm water runoff.
- Provide savings of \$85,000 in energy costs (heating & cooling) to adjacent properties.

On balance, the benefits provided by city-managed street trees equal the costs associated with their care. The Street Tree Action Plan provides goals and a budget to increase the quantity and quality of street trees in San Francisco.

¹⁰ Website for Friends of the Urban Forest: www.fuf.net.

¹¹ Sullivan, M.J. 2004. Survey of 5 and 10 year Old Trees Planted by FUF. Available at www.sftrees.com.

¹² Bond, J. October 2005. The Significance of Young Urban Tree Mortality on State Implementation Plan (SIP) Planning. Urban Tree Canopy Cover Inclusion in State Implementation Plans.

¹³ Department of Public Works. 2005. Street Tree Mortality Estimates.

¹⁴ Maco, S., E. G. McPherson, J. Simpson, P. Peper and Q. Xiao. September 2003. City of San Francisco California – Street Tree Analysis. USDA Forest Service. Pacific Southwest Research Station. Davis CA. 117pp.

San Francisco's Urban Forest as seen by the Community

In early 2005, the Urban Forest Council asked 1,100 residents, 100 in each of the 11 Supervisory Districts, to comment on their feelings and attitudes about the City's urban forest.¹⁵ Overall, residents were satisfied with the quantity and quality of trees in the city, and were somewhat more satisfied with parks than with the trees on the street where they live.

Across San Francisco, the level of satisfaction with the quality and quantity of street trees varied. At one end of the scale, just over 70% of the people in District 7 were satisfied with the trees on the streets where they live. In contrast, only 44% and 45% of respondents in Districts 11 and 6 shared this view. The satisfaction levels in other Districts range within these numbers. There did not appear to be a relationship between number of trees in a District and overall satisfaction.

Most San Franciscans (62%) believed that city government and its agencies should be responsible for planting and caring for trees along city streets. A majority supported increasing the parcel tax in order that the government might provide these services. Property owners, however, are opposed to such a tax. Twenty-five percent (25%) of San Franciscans have installed a tree outside their home or apartment, and another 25% have considered doing so.

San Franciscans recognize the unique character and qualities of rare and very old trees. About two-thirds supported legislation that would prohibit their removal, even on private property.

Summary: The Current State of San Francisco's Urban Forest

San Francisco's urban forest consists of **668,000 trees** located in 1) a small number of large parcels, 2) along city streets, and 3) a large number of small parcels. Estimates are that **over 200,000 trees are found in open spaces** such as the Presidio and Golden Gate Park. Ownership of these parcels includes state, federal and municipal agencies as well as private landholders.

The majority of the **106,000 street trees** are in good condition. Trees along city streets are generally smaller in size than those found in parks. The ratio of the City's population to street trees is about 7:1, which is below that of other cities. The Street Tree Action Plan provides a blueprint for increasing the quantity and quality of street trees. Street tree management is shared by the City and private property owners.

The remaining **368,000 trees that comprise the urban forest are found on residential properties, within commercial and industrial areas, and as part of the landscapes of institutions** such as hospitals and universities.

Taken together, the canopy of the 668,000 trees covers 12% of San Francisco's land area. This forest removes contaminants from the atmosphere, reduces storm water runoff, provides wildlife habitat, and enhances property values.

San Franciscans value the City's urban forest. Most residents are satisfied with the park system and value its presence. A majority are satisfied with the trees on the street where they live. One in four has planted a tree! A majority of San Franciscans want City government to take a leadership role in managing the urban forest.

¹⁵ Research was performed by David Binder Research and included 100 voters in each of the eleven Districts.

IV. A Plan for the Future of San Francisco's Urban Forest

San Francisco historically lacked a natural forest resource. The existing forest is the result of determined human efforts at planting and maintenance. If the forest is going to be sustained in the future, the same committed effort is needed. San Francisco's urban forest cannot maintain itself let alone expand itself. Citizens, government agencies, corporations and organizations need to establish, care for and maintain it.

Goal 1. Maintain and conserve the existing urban forest.

San Francisco's urban forest is a unique assemblage of diverse species, bringing together trees from all over the world. Many of the large groups of trees, most notably in the Presidio, Golden Gate Park, and Mount Sutro, are mature and are reaching the end of their life spans, with greater susceptibility to disease and windthrow. The number of trees in these areas is declining and the possibility of huge losses during episodes of drought, high winds and storms or to disease continues to increase over time. The 1998 Golden Gate Park Master Plan estimated that 30 to 40% of the trees in the park would be lost in the next 20 years. Over the period 1980 to 1993, the tree population in the park declined by over 6,000 trees (19% of the total in the Park). The Plan noted, "Park forest will continue to decline through natural aging process."

The partnership between the Department of Public Works and Friends of the Urban Forest has resulted in thousands of trees being planted along city streets. There has not been, however, a plan to address maintenance of these trees as they become mature. At this time, the burden for care falls to the property owner.

The parks and street plantings are significant contributors to the city's livability and a concerted effort must be made to maintain and conserve them. Otherwise, trees will decline and die sooner rather than later. Several specific actions are needed to maintain and sustain this valuable resource:

- City of San Francisco departments and agencies that manage trees should establish a state of the art stewardship program that addresses the full lifecycle of trees within the urban forest and the appropriate strategies and approaches required for best management of the resource. Within 5 years, the Department of Public Works and Recreation and Park Department should replace the current "pruning by request" effort with a program of scheduled maintenance for all trees.
- The City of San Francisco should incorporate an urban forest component into the city's general plan.
- The City of San Francisco should enact legislative tools and public policies that protect existing trees on public and private property and provide consistent enforcement.
- City departments should prepare management plans for the trees and parks they manage. Agencies outside city government should be encouraged to do the same.
- The City of San Francisco should establish a goal of no net loss of trees. Where a tree is removed due to development, whether public or private, the responsible party should be required to replace its value, either through new planting or fees.
- The Recreation and Park Department should institute a more aggressive reforestation program in City parks.
- City departments should expand programs of habitat restoration, particularly in remnant patches of pre-settlement vegetation.
- The Public Utilities Commission should cultivate trees and vegetation and link their open space with other areas in San Francisco and the Bay Area as part of the Alameda Watershed Management Plan.

Goal 2. Expand the urban forest through new planting.

San Francisco's urban forest is not evenly distributed across the city. Some neighborhoods and communities have fewer, smaller and less healthy trees than others and they receive fewer benefits from trees. To provide the benefits of trees to all residents, street and park tree management programs must be expanded into underserved areas. Given the economically disadvantaged condition of some districts, the City and its partners need to take leadership in urban forest management. One possibility is that the City's Department of Public Works can expand the number of streets along which it maintains trees.

Before the Department of Public Works can plant new street trees, the existing street tree program must be strengthened. New trees must be planted to replace trees that were previously removed from existing plantings and opportunities for new plantings need to be realized along with restructuring of streets and other public spaces. Public Works acknowledges that new trees have not been planted at a rate equal to their removal. In addition, capital improvement projects remove trees without associated replacement. A similar situation exists in other City departments like Recreation and Park.

- The City of San Francisco should establish a goal to raise canopy cover from 12% to 15% in the next 10 years.
- The City should ensure that street design and redesign projects include trees.
- The Department of Public Works should establish a goal of one street tree for every 5 residents. Current levels are one tree for every 7 residents. A street tree for every 5 residents would place San Francisco at the average ratio for cities of comparable size.
- The Department of Public Works should establish a goal that 85% of planting spaces should be planted. This should occur in all districts, as recommended in the Urban Forest Council's Street Tree Action Plan.
- The Department of the Environment, using the results of the Friends of the Urban Forest's study of tree planting, should coordinate an update of the recommended species selection lists. This update should become the citywide approved list for use by all City departments.
- The Department of Public Works should investigate improvements for street tree planting such as larger tree basins, tree trenches, and structural soil.
- The Department of Public Works, the Recreation and Park Department and the Redevelopment Agency and other City departments should work in concert with neighborhood and community groups in areas with smaller tree populations to initiate street and park tree plantings such as North Beach, Sunset, Merced, Potrero Hill, Bayview/Hunters Point, and Excelsior/Outer Mission districts.
- The Department of the Environment should engage the SF Unified School District and associated parent-faculty groups at local schools to develop a tree planting and maintenance program.
- City departments should initiate tree planting programs at municipal facilities in the North Beach, Sunset, Merced, Potrero Hill, Bayview/Hunters Point, and Excelsior/Outer Mission districts.
- The Department of Public Works and Planning Department should prioritize key streets with potential for linking the city that can become corridors for planting.
- The Planning Department and Redevelopment Agency should upgrade and expand tree planting and landscape requirements in new projects.

Goal 3. Foster a shared set of values about the urban forest through education and action.

Few residents and fewer visitors would argue that San Francisco would be a better place without its urban forest. The trees that comprise the urban forest make the City a more livable, enjoyable and

desirable place. The fact that 75% of San Franciscans are satisfied with the City's urban forest reflects this observation. The challenge lies in translating that sense of satisfaction into a plan of action, one with some urgency associated with it.

- The Department of the Environment should coordinate a public outreach program regarding the value of parks, open space and individual trees. Disseminate information through outlets such as utility bills, new homeowner packets and other mass outlets. A program of education on the current policies and city codes associated with City trees as well as information on what constitutes proper tree selection and care.
- The City of San Francisco should provide information and take input from citizens and community groups in those areas where residents are not completely satisfied with neighborhood trees, most notably North Beach, South of Market, Mission/Bernal and Excelsior/Outer Mission.
- The City of San Francisco should foster community participation and special celebrations associated with major planting events like Arbor Day.
- The Department of the Environment should engage the School District to incorporate tree care and Arbor Day celebrations into the elementary school curriculum.
- The Department of the Environment should engage the religious/spiritual community to incorporate tree planting and care into its programs.
- The City of San Francisco should offer creative opportunities to support urban forestry such as memorial tree plantings, adopt-a-tree programs, and a tree endowment fund.
- The Planning Department, Redevelopment Agency and Department of Public Works should specify that new developments and streetscapes must provide adequate space for trees and growing conditions that ensure their survival and development.
- The Planning Department, Redevelopment Agency and Department of Public Works should ensure that street design and redesign projects include trees as one of the project goals, protecting existing trees where appropriate, and providing adequate growing conditions for new trees.
- The City of San Francisco should publicly commemorate outstanding contributions to the urban forest from individuals, community organizations, city agencies and donors.

Goal 4. Manage the urban forest in a coordinated, responsible and effective manner.

San Franciscans want city government to take the lead role in managing the urban forest. They expect public agencies to be role models for its stewardship. Since the City does not have a centralized urban forestry department, there is a need for interagency coordination, communication, and consistency of action. The Department of the Environment currently meets the role of coordinator. Additional steps are needed:

- The City of San Francisco, through the Department of the Environment should establish an interdepartmental working group composed of all departments and agencies that have urban forest management responsibility.
- The City of San Francisco should establish clear lines of responsibility within City government for planting, maintenance and management of the urban forest.
- The City of San Francisco should develop standards and best management practices for tree selection and care. It must ensure that all City departments and projects employ the standards.
- The City of San Francisco should direct the Department of the Environment to establish a sub-committee of the Urban Forest Council to work with owners of open space parcels on issues of common interest.

- The City of San Francisco should develop standards for the planting and maintenance of all new plantings by all agencies and contractors in the City.
- The City of San Francisco should incorporate trees in all street redesign projects, which provide pedestrian, bicyclist and traffic calming benefits. Opportunities exist within the Pedestrian Master Plan and Traffic Calming Program Guidelines.
- The City of San Francisco should include urban forestry professionals in the City departments (such as Planning) to provide expertise, review plans, troubleshoot potential problems, and follow through on maintenance and management of the urban forest.

Goal 5. Identify sustainable approaches for the funding and implementation of urban forest initiatives.

Taking care of the urban forest requires a significant investment of labor, resources and skills and each stage in a tree's life requires a certain level of maintenance. Investing in pruning, watering and mulch for young trees will reduce maintenance costs in the long run as the forest ages. Properly maintaining a mature, aging forest resource is costly and more labor intensive than maintaining young trees. Funding has not kept pace with need. In fact, funding levels for tree care within City agencies has declined. The impact on care of the urban forest is clear and direct. For example, the Golden Gate Park Forest Management Plan created in 1980 outlined a 25 to 30 year tree replacement cycle for the park's aging forests and yet in 1998, the reforestation project was operating on a 50-year cycle. Creating and caring for the existing urban forest and extending into underserved areas will require additional, stable financial resources.

In 2000, the Department of Public Works lost approximately 25% of its available funding for new planting when Proposition B expired. The Department suffered additional cutbacks due to the loss of sales tax revenue. This occurs at the same time that trees planted by Friends of the Urban Forest are maturing and in need of additional care. Moreover, planting has not kept pace with removals. In short, there is a crisis in funding the street tree program.

The Recreation and Park Department and the Department of Public Works are only the two most obvious examples of the inadequacy of current funding to sustain the existing urban forest. Other City departments with tree and forest management responsibility face similar shortfalls. Without increases in funding base, the City cannot care for its urban forest.

V. Working the Plan: Action Items and Next Steps

Implementation of the goals and action items will require a coordinated effort by all who hold San Francisco's urban forest important. The City of San Francisco must take the leadership role. The City owns some of the most significant parts of the urban forest, sets the policies and funding for their management, and is the role model for other owners and managers. While a number of City departments will be involved, the burden of leadership will rest with the Department of the Environment's Urban Forest Council, the Department of Public Works, and the Recreation and Park Department.

Although all of the action items are important, several stand out as requiring immediate attention:

1. **The City of San Francisco should develop a citywide set of standards and best management practices for tree selection, purchase, installation and care.** The City of San Francisco's tree management is the model for how private property owners will manage theirs. For this reason, the City needs creative approaches, consistent standards and quality tree care. The Urban Forest Council should take the lead to create standards, which include:
 - a. Best practices for tree planting including recommended species, nursery selection, structural evaluation, soil volume, etc.
 - b. Uniform tree pruning standards for all City departments based on the most recent editions of the American National Standard for Tree Care Operations (ANSI Z133 and A300) as well as the Best Management Practices prepared by the International Society of Arboriculture.
 - c. All City employees who have responsibility for tree management should be qualified and participate in industry continuing education programs. The basic qualification is the Certified Arborist program of the International Society of Arboriculture.
2. **The City of San Francisco should protect existing trees from and during development.**
 - a. Require tree protection plans for construction and development projects. The Department of Planning should establish goals, guidelines and forms to track trees before and after projects.
 - b. Establish a Landmark Tree Program to celebrate and protect notable trees in San Francisco using a range of subjective and objective factors.
 - c. Develop an awards program that recognizes innovative examples of projects that protect valuable trees.
 - d. Require that City agencies, private developments and individual citizens are all held to a consistent set of standards.
 - e. Encourage state and federal agencies, along with other public institutions exempt from City policies, to adhere to City tree protection requirements.
3. **The City of San Francisco should establish a goal of no net loss of trees on public and private property.** Where a tree is removed due to development whether public or private, the responsible party should be required to replace its value, either through new planting or in-lieu fees.
 - a. Goal of no net loss should be required for all City agencies and incorporated into policies and ordinances used by private property owners.

- b. Value of trees should be established using the Council of Tree and Landscape Appraisers methodology.
 - c. Trees that are diseased, dying, dangerous and in otherwise poor condition can be exempt from certain requirements.
4. **City of San Francisco departments should institute a comprehensive reforestation program in City parks and public institutions.** How the trees are managed and cared for in public parks and facilities is a physical representation of the City's concern and commitment. An aggressive reforestation program in these locations will demonstrate the City's support for tree planting and maintenance.
- a. Work with the Planning Department to incorporate tree planting in the landscape master plan for projects.
 - b. Collaborate with Green Schoolyard Alliance, Living Library and other community groups to develop tree programs at SF Public School District and private schools.
 - c. Work with the Recreation & Park to reinstate the 30-year rotation for reforestation at Golden Gate Park and implement existing forest management plans.
 - d. Assist public institutions like Laguna Honda Hospital with developing and implementing urban forestry management plans.
5. **The City of San Francisco should allocate and secure funding for tree planting and maintenance from public and private sources including partnerships.** San Francisco's Urban Forest Council has the responsibility to identify and secure stable funding to support the planting efforts we propose. In its Street Tree Action Plan, the Council identified funding needs over the next 20 years. A research project supported by the Council indicated voter approval of a dedicated sales tax increase, a general parcel tax, or neighborhood assessment district would be problematic. As a result, the Council is currently exploring creative options that do not involve taxes or general funds allocations. The following items are suggested possibilities for funding options for the urban forest.

By themselves, none of these would yield \$20 million annually, but taken together, we get quite close.

A. Amend Section 143 of the Planning Code:

For renovation projects involving more than \$25,000, the property owner could be required to plant street trees. If there is an existing street tree or no room to plant one, or the Planning Department waives the requirement, the property owner could pay the "in lieu fee" (currently \$560) to the Adopt-a-Tree Fund or provide 10 to 20 years of maintenance for a street tree. For Neighborhood Commercial Districts, the requirement can be to plant 24" box trees or larger instead of 15 gallon trees. The application of Section 143 could be broadened to other districts, such as industrial districts.

The number of subject renovations can be estimated based on the number of projects that are permitted through the Department of Building Inspection each year, which historically figures between 2,500 and 3,500 renovations. This proposal could generate upwards of \$1.4 million to \$2 million per year.

Increasing the tree requirements for Planned Unit Developments is another practical way to increase the quantity and quality of street trees. Add a requirement to plant both sides

of the street adjacent to a Planned Unit Development or pay an in lieu fee if it is not possible.

B. Increase parking meter revenue, dedicating a portion to tree planting & maintenance.

There are three potential ways of doing this: 1) activating select meters on Sundays, 2) increasing the overall number of meters in the City, and 3) charging more per metered stay. There is a very clear nexus between private automobiles and the air-cleaning capabilities of our City's trees (\$1.3 million per year). A public education campaign could be launched called "Sunday for Trees."

C. Establish a Capital Campaign to build an Urban Forest Endowment.

Much like the successful capital campaigns behind the Conservatory of Flowers or the Crissy Field projects, we could consider launching a similarly ambitious capital campaign to create an endowment, the interest on which would provide a portion of our annual need.

D. Establish environmental impact fees for large-scale developers.

A progressive fee: the nexus exists between the ability of trees to mitigate the impact of increased automobile traffic on air quality, air pollution, impervious surface, and visual blight. The fee would not require a campaign or election cycle. This fee would mitigate traffic and air quality impacts by requiring the planting of trees, or alternatively to contribute to a fund for the planting of street trees. Again, the recent Urban Forest Council data demonstrates the quantitative link between air quality and trees.

E. Establish a set-aside for Proposition K sales tax revenue for urban forestry.

F. Encourage private initiatives through assessment districts or other means, thus enabling communities to take greater responsibility in implementing tree plantings and reforestation efforts

G. Set aside funding for urban forestry from the General Fund.

In addition to the specific funding sources noted above, a financially sustainable program must:

- Develop a consistent message about the urban forest and communicate it among city, state and federal leaders and agencies.
- Identify planting of urban trees as an important mitigation for the environmental impact of a wide range of projects.
- Develop programs for gifting by charitable foundations, groups and individuals.
- Aggressively pursue and secure funding from public and private sources for planting and maintenance.
- Establish stable funding for community stewardship programs like Friends of the Urban Forest, Neighborhood Parks Council, and more.

6. The City of San Francisco should establish one or more goals for the urban forest and monitor the results periodically. Because the benefits of the urban forest are directly related to extent of tree canopy, an increased canopy would provide additional benefits to the City's residents and visitors. The Urban Forest Council Street Tree Action Plan is a blueprint to reach the following goals

- a. One street tree for every 5 residents, raising the number of street trees from 106,000 to 155,000.
- b. 15% canopy coverage, increasing the number of trees in the City from 668,000 to 835,000.

In terms of monitoring

- c. Complete and periodically update a street tree inventory in a centralized database.
- d. Update the UFORE study in five years.

7. **The City of San Francisco should update the list of recommended trees.** *Trees for San Francisco -- A guide to street-tree planting and care* was published in 1995 and needs to be revised. Friends of the Urban Forest and the Department of Public Works can lead the efforts to update the list of recommended trees. The list of recommended trees should reflect tree availability, horticultural advancements and the local character and identity of San Francisco. Furthermore, the list of planting situations needs to be expanded beyond street trees. A related idea is creating a list of "recommended plants" to place underneath trees. Likewise, a list of "plants to avoid" will prevent people from choosing undesirable or invasive vegetation that interferes with the health of the tree.
8. **Elected and community leaders in San Francisco should implement tree planting programs targeting underserved neighborhoods in order to achieve more environmental equity and accessibility.** The North Beach, Sunset, Merced, Potrero Hill, Bayview/Hunters Point, and Excelsior-Outer Mission districts have a lower number of street trees than other areas of the City. In order to rectify this situation:
 - a. Direct the Department of Public Works to provide additional funding to the Friends of the Urban Forest to initiate planting projects in these neighborhoods.
 - b. Engage the local community groups to support tree planting and aftercare.
 - c. Direct City facilities to initiate tree planting efforts on City property.
 - d. Incorporate tree planting into larger neighborhood improvement efforts.
 - e. Facilitate programs to create miniparks and permeable landscaping where open space is limited (Plant*SF, Sidewalk Pocket Park Gardens, DPW Street Parks).
9. **The City of San Francisco should engage the SF Unified School District, Parent Teacher Associations and community groups to develop tree planting and care programs.** Tree programs at schools provide shade, UV radiation protection, education and engagement.
 - a. Assist Friends of the Urban Forest develop a tree outreach program to schools and school groups. Provide information for tree planting and maintenance.
 - b. Support existing groups like the Green School Yard Alliance and Living Library that are developing gardens and trees on school property.
 - c. Incorporate arboriculture, urban forestry and forest conservation into school curriculum activities.
 - d. Secure funding and in-kind donations for tree planting and care in schools through government and private sources.
 - e. Develop a recognition program to acknowledge tree planting and care at schools.
 - f. Encourage tree care professionals, school families and neighbors to donate time, money and resources for school trees.

The Urban Forest Council urges the City of San Francisco to take immediate action on the nine steps listed above as there is no time to lose.

HANDBOOK

(For City Departments)

LEGISLATIVE PROCESS



BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

January 2007 Edition

INTRODUCTION

This handbook is designed to provide the city departments with a guide and/or reference tool. While this handbook provides general information, it may be necessary to consult with the Legislative Division of the Clerk of the Board of Supervisors Office.

Gloria L. Young
Clerk of the Board

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V. San Francisco's Legislative Process

LEGISLATIVE ACTIONS

Legislation consists of ordinances (municipal regulations or laws), resolutions (formal expression of intention, opinion, or will), and occasionally formal motions (a proposal for action). Six votes are required to pass ordinances, resolutions and motions unless a greater number is required by State law, Charter provision, Ordinance or Board Rule. The Rules of Order contain an index to votes required on various matters. A majority of those present is required to amend proposed measures and to approve most parliamentary motions.

Ordinances are prepared by the City Attorney and approved as to form by the City Attorney. A Supervisor may request a draft of an ordinance by submitting a request on an "introduction" form to the Clerk, who then requests the City Attorney to prepare the ordinance. The Supervisor may also make the request directly to the City Attorney (format and sample are found in the Common Folder under shared forms and templates).

Resolutions are usually prepared by the office of the sponsoring Supervisor or prepared by staff within a City department (format and sample are found in the Common Folder under shared forms and templates).

Motions are usually prepared by the office of the sponsoring Supervisor or prepared by staff within a City department (format and sample are found in the Common Folder under shared forms and templates).

LEGISLATIVE DIGEST

The Board requests the City Attorney's office to provide, as a routine practice, a brief digest of each proposed ordinance of more than two pages, preferably so that it is available at the time of ordinance introduction. The Board asks that each digest be brief and explain in as simple English as possible the effects of the ordinance on existing law. A cover letter from a department head may summarize the legislation.

INTRODUCED LEGISLATION

An ordinance or resolution is introduced in writing by a member of the Board by presenting it to the Clerk, pursuant to Board rules, or by presenting it in a Board meeting. When a department head, or a commission established by the Charter, proposes an ordinance or resolution, it is normally brought to the Office of the Clerk of the Board prior to and considered introduced by the Board President at that time. Monday noon, listed at the rear of the Board agenda for the second following Tuesday's agenda.

SUNSHINE ORDINANCE

The Sunshine Ordinance is a combination open meeting law and public record laws. A copy of the full text is provided to each Supervisor.

THE LEGISLATIVE PROCESS:

FIRST STEP:

Write the legislation. Ordinances are normally prepared by the City Attorney at the request of a Supervisor, the Mayor, a department head, or a commission, based on a draft or other written request. The City Attorney must approve an ordinance as to form before its introduction. The City Attorney prepares a brief digest of any ordinance of more than two pages.

Resolutions, if not bond related, are normally prepared by a Supervisor or by a department requesting the action. More complex resolutions are sometimes prepared by the City Attorney based on a draft submitted by a Supervisor or department. Citizens occasionally submit drafts of proposed resolutions to individual Supervisors. Resolutions authorizing grant expenditures must be accompanied by a Grant Information Sheet and by a "disability access checklist," and before submittal be approved by the Mayor and by the Controller's Grants Division. Resolutions concerning interim zoning controls and bonds must first be approved by the City Attorney.

SECOND STEP:

Have the legislation **introduced**. Supervisors, the Mayor, and department heads submit ordinances and resolutions to the Clerk for introduction. Supervisors may also introduce requests for committee hearings on a subject matter without having legislation. Upon introduction, the President of the Board refers legislation and subject matter hearing requests to one of the standing committees for public hearing.

THIRD STEP:

Have the legislation placed on a **committee agenda**. Committee chairs have jurisdiction on whether and when to calendar matters for hearing. Legislation is advertised to be heard at a committee meeting. Committees may not consider matters that have not been advertised in the official newspaper. There are some items that require special notices prior to the hearing. Check with the Committee Clerk.

FOURTH STEP:

Obtain a **recommendation** from the committee. The public is invited to attend and to speak on any matter before the committee. In order to be sent to the full Board, legislation needs the votes of two of the three members of a committee, as introduced or as amended by the committee. A committee may send legislation to the full Board "without recommendation" or with recommendation of "do not pass." Other common committee actions are to "continue for one month," "continue to the call of the chair," or "table." If a committee has not acted on an ordinance or resolution within 30 days after its referral to committee, any member of the Board may cause the matter to be "called from committee" and considered by the full Board at the next meeting (Refer to the Rules of Order). The Board, by a two-thirds vote, may waive the thirty-day rule (Refer to Rules of Order regarding Committee Hearing on Major Policy Issues Deferred for 30 Days).

FIFTH STEP:

Obtain the majority **vote** (six of the eleven members) of the Board. For ordinances, this must be done at two separate meetings. On some matters, such as overruling the Planning Commission, eight votes are required. A few urgent or very routine resolutions are adopted on the day they are introduced, without being referred to committee. Such matters require a unanimous vote of the Supervisors present.

SIXTH STEP: Obtain the **approval** of the Mayor. Legislation is sent to the Mayor no later than the day after approval by the Board. The Mayor then has 10 calendar days to approve or veto legislation. If the Mayor approves an ordinance it normally goes into effect 30 days after that approval. If the Mayor approves a resolution it goes into effect immediately. If the Mayor vetoes legislation, it becomes effective only if eight members of the Board vote within 30 days to override the veto. If the Mayor neither approves nor vetoes, the legislation is deemed approved.

ELECTRONIC COPY OF PROPOSED LEGISLATION

An electronic copy of the proposed resolution, ordinance or motion **must be transmitted to the Clerk of the Board by 12:00 noon on Monday, if being submitted by a Department, or on the Board meeting day at which an item is being introduced by a Supervisor or the Mayor. (BOS Legislation)**

THIRTY DAY RULE

For major policy matters, the Board has a rule, which provides that legislation, which will create, or significantly change City policy may not be heard by the committee until 30 days after its introduction. Under the rule, the Clerk, subject to reversal by the Board President, determines whether the legislation meets the standard of the rule.

EFFECTIVE DATE OF ORDINANCES

Most ordinances become effective at the beginning of the 31st day after approval by the Mayor. That is so that during the 30-day period voters can sign a referendum petition.

EFFECTIVE DATE OF RESOLUTIONS

Most resolutions become effective on signature by the Mayor.

All legislation submitted to the Clerk of the Board must be accompanied by a cover letter requesting passage, stating reasons, time factors, the name and telephone number of a contact person.

COVER LETTER SAMPLE

Department/Board/Commission Stationery

Date

Gloria L. Young, Clerk of the Board
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

Dear Ms. Young:

Attached please find an original and four copies of proposed resolution/ordinance/motion for Board of Supervisors approval, which (reason for legislation).

Cite any pertinent information; reference to applicable codes.

The following is a list of accompanying documents (five sets):

List attachments.

List attachments.

Cite reason for special timeline.

The following person may be contacted regarding this matter:
Name and telephone number of contact person.

Department/Board/Commission approval

Here is a checklist for Motions.

- _____ The original and four copies of the Motion, and five complete sets of any background information, must be accompanied by a cover letter requesting passage, stating reasons, time factors, the name and telephone number of a contact person, and appropriate department/board/commission approvals.
- _____ The original paper copy must be on paper with red vertical lines and numbered lines. Page 1 must have "File No." in upper left and "Motion No." in upper right. Subsequent pages have red vertical lines and line numbers, but no reference to File number or Motion number at top. Note: If you use the BOS boilerplate, it will print the header and line numbers in the margin automatically but you must use the red line paper with no numbers (Order paper from Reproduction Bureau).
- _____ Short title: Single spaced, beginning on line 1, in brackets [], type a short subject phrase or a Plain English description if the legal title is not clear and specific to alert a person of average intelligence and education. Be brief, concise and written in plain, easily understood English, consisting of no more than 250 characters/spaces.
- _____ Insert two returns (equal to four line spacing).
- _____ Long title: Double space the legal title in bold print (Arial, 12, bold).
Title is in bold using upper and lower sentence case. The title always starts with the word "Motion" followed by a word ending in "ING" (a gerund), and ends with a period (.)
(i.e. Motion asking the Legislative Analyst to report on Assembly Bill 17.)
- _____ Insert two returns between Title and Text. Text is double spaced, in normal print (Arial, 12).
- _____ The word MOVED is in all caps, indented five spaces, followed by a comma, and the sentence begins with a capital letter.
- _____ If you need to cite some introductory statement of fact, use the Whereas format before you do the Moved clause.
- _____ The word WHEREAS is in all caps, indented five spaces, followed by a comma, and the sentence begins with a capital letter.
- _____ A Whereas clause, if followed by another whereas clause, ends "; and,"
- _____ A Whereas clause, if followed by a "MOVED" clause, ends "; now, therefore, be it"
- _____ A Moved clause, if followed by another moved clause, ends "; and, be it"
- _____ Subsequent moved clause begins, indented five spaces, "FURTHER MOVED,"

_____ Nothing is stapled to the original copy of the motion.

_____ If reference is made to related material, use the language "on file with the Clerk of the Board of Supervisors in File No. _____ (leave at least 15 blank spaces), which is hereby declared to be a part of this motion as if set forth fully herein. (Note: Related materials must be submitted at the time the motion is delivered.)

_____ The sponsor of the motion is listed in the footer, lower left corner of first page.

(Note: To insert sponsor name, click "View"; select "Header and Footer"; click the box to switch to the footer and enter name of Supervisor or Department.)

Here is a checklist for Resolutions.

- _____ The original and four copies of the resolution, and five complete sets of any background information, must be accompanied by a cover letter requesting passage, stating reasons, time factors, the name and telephone number of a contact person, and appropriate department/board/commission approvals.
- _____ The original paper copy must be on paper with red vertical lines and numbered lines. Page 1 must have "File No." in upper left and "Resolution No." printed in upper right. Subsequent pages have red vertical lines and line numbers, but no reference to File number or Resolution number at top. Note: If you use the BOS boilerplate, it will print the header and line numbers in the margin automatically but you must use the red line paper with no numbers (Order paper from Reproduction Bureau).
- _____ Short title: Single spaced, beginning on line 1, in brackets [], type a short subject phrase or a Plain English description if the legal title is not clear and specific to alert a person of average intelligence and education. Be brief, concise and written in plain, easily understood English, single spaced, consisting of no more than 250 characters/spaces. Insert two returns (equal to four line spacing).
- _____ Long title: Double space the legal title of the resolution in bold print (Arial, 12, Bold).
Title is in bold using upper and lower sentence case, always starts with the word "Resolution" followed by a word ending in "ING" (a gerund), and ends with a period (.) .
(i.e. Resolution urging the State Legislature to adopt Assembly Bill 17 relating to...)
- _____ Insert two returns between Title and Text. Text is double spaced, in normal print (Arial, 12).
- _____ The word WHEREAS is in all caps, indented five spaces, followed by a comma, and the sentence begins with a capital letter.
- _____ A Whereas clause, if followed by another whereas clause, ends "; and,"
- _____ A Whereas clause, if followed by a resolved clause, ends"; now, therefore, be it"
- _____ A Resolved clause, if followed by another resolved clause, ends "; and, be it"
- _____ Subsequent Resolved clauses, begins, indented five spaces
"FURTHER RESOLVED,"

- _____ Nothing is stapled to the resolution.
- _____ If reference is made to related material, use the language "on file with the Clerk of the Board of Supervisors in File No. _____ (leave at least 15 blank spaces), which is hereby declared to be a part of this resolution as if set forth fully herein". (Note: Related materials must be submitted at the time the resolution is delivered.)
- _____ If reference is made to voiding an earlier resolution it is called "rescinding" (not repealing).
- _____ If resolution relates to a bond measure, it must be approved as to form by the City Attorney.
- _____ If resolution approves a grant expenditure, the resolution must be approved by the Mayor and by the Controller's Grants Division, and be accompanied by required supporting data.
- _____ If resolution is to be forwarded to federal or state legislative or administrative officials, it should end with:

"FURTHER RESOLVED, That a copy of this resolution be forwarded to his Honor, the Mayor, with a request that he transmit copies to (e.g. the members of Congress from San Francisco and the United States Senators from California) with a request they take all action necessary to achieve the objectives of this resolution."
- _____ If a resolution is endorsing or opposing federal or state legislation, a copy of the bill must be attached.
- _____ The sponsor of the resolution is listed in the footer, lower left corner of first page.

(Note: To insert sponsor name, click "View"; select "Header and Footer"; click the box to switch to the footer and enter name of Supervisor or Department.)

Here is a checklist for Ordinances.

- _____ The original and four copies of the ordinance approved as to form by the City Attorney, and five complete sets of any background information, must be accompanied by a cover letter requesting passage, stating reasons, time factors, the name and telephone number of a contact person.
- _____ The original paper copy must be on paper with red vertical lines and numbered lines. Page 1 must have "File No." in upper left and "Ordinance No." in upper right. Subsequent pages have red vertical lines and line numbers, but no reference to File number or Ordinance number at top. Note: If you use the BOS boilerplate, it will print the header and line numbers in the margin automatically but you must use the red line paper with no numbers (Order paper from Reproduction Bureau).
- _____ Short title: Single spaced, beginning on line 1, in brackets [], type a short subject phrase or a Plain English description if the legal title is not clear and specific to alert a person of average intelligence and education. Be brief, concise and written in plain, easily understood English, single spaced, consisting of no more than 250 characters/spaces. Insert two returns (equal to four line spacing).
- _____ Long title: Double space the legal title of the ordinance in bold print (Arial, 12, Bold).
Title in bold, using upper and lower sentence case, always start with the word "Ordinance" followed by a word ending in "ING" (a gerund), and ends with a period (.)
- _____ Insert two returns between Title and Text. Text, double spaced, in normal print, (Arial, 12).
- _____ Nothing is stapled to the ordinance.
- _____ If reference is made to related material, use the language "on file with the Clerk of the Board of Supervisors in File No. (leave at least 15 blank spaces), which is hereby declared to be a part of this ordinance as if set forth fully herein". (Note: Related materials must be submitted at the time the ordinance is delivered.)
- _____ If longer than two pages, it must be accompanied by a brief Legislative Digest prepared by City Attorney.
- _____ If appropriation ordinance, the Mayor must approve before submittal.
- _____ If appropriation ordinance, the Controller must approve before submittal.
- _____ If an emergency ordinance, the title ends with "; an emergency measure." and the text states the nature of the emergency.
- _____ If amending a municipal code, name the specific code and section numbers in title.

- _____ Contains no Whereas clauses, but may have a findings section.
- _____ Must be approved as to form by City Attorney.
- _____ Title explains purpose of change to existing law. If adding new Chapter to any municipal codes, the new section numbers must also be cited in the title.
- _____ Ordinance must be confined to one subject which is clearly expressed in the title.
- _____ Ordinance starts "Be it ordained by the People of the City and County of San Francisco:"

If the ordinance amends any Municipal Code, immediately following the title is

NOTE: Additions are *italic, Times New Roman, single underlined*;
deletions are ~~*italic, Times New Roman*~~
Board amendment additions are double underlined.
Board amendment deletions are ~~striethrough normal~~.

- _____ The sponsor of the Ordinance is listed in the footer, lower left corner of first page.

(Note: To insert sponsor name; click "View"; select "Header and Footer"; click the box to switch to the footer)

File No.

LEGISLATIVE DIGEST

[Insert Plain English Short Title -- no longer than 250 characters]

Insert complete title of ordinance in bold using lower case letters.

Existing Law

Insert summary of current provisions of law being amended

Amendments to Current Law

Insert summary of amendments to current law being made by the ordinance

Background Information

Insert background information to assist reader in understanding the "legislative history" or rationale for the legislation

REQUESTING SUPERVISOR TO INTRODUCE LEGISLATION DURING A BOARD MEETING BY A DEPARTMENT REPRESENTATIVE

On occasion the Department representative may request a member of the Board of Supervisors to sponsor and introduce legislation at an upcoming Board meeting.

The following procedures are established to ensure that the Clerk of the Board's office receives the electronic documents of a matter to be sponsored and introduced by a Supervisor (at the request of Department) during Roll Call For Introductions at a Board Meeting.

The Department staff shall:

- Provide the sponsoring Supervisor the required original legislation and four copies, with supporting documents to be introduced by the Supervisor during roll call at a Board meeting.
- Provide the sponsoring Supervisor with the electronic version which will be transmitted to the Clerk's staff on the meeting date.

INSTRUCTIONS FOR SENDING E-MAIL TO THE BOARD OF SUPERVISORS REGARDING PROPOSED LEGISLATION

All electronic copies of proposed legislation to be introduced to the Board of Supervisors are to be sent to the Board as an attachment(s) to an e-mail message.

Please use the e-mail format underneath the double underlines below these messages. You must use it EXACTLY as shown (i.e., complete the fields, copy the entire area under the double underlines, start a new message in cc:Mail, and then paste the copy into the message area).

NOTE: all typeface is in Courier 12 pt so that, when copied/pasted, it will translate correctly in cc:Mail area, line up correctly, etc. Do not convert to any other typeface. Do not change tabs or spacing. Do NOT copy the double underlines.

ADDITIONAL VITAL NOTE: New Proposed Legislation **MUST** be e-mailed to BOS Legislation **no later than 12:00 noon Monday in order to be included on the second following Tuesday's agenda for referral to Committee.**

Remember to ADD THE ATTACHMENT(S) to the cc:Mail before you send it to BOS Legislation.

CITY & COUNTY OF SAN FRANCISCO

CITY ATTORNEY'S OFFICE

BOARD OF SUPERVISOR LEGISLATION

To: BOS Legislation
Date: January 11, 2007

RE:

Attached is proposed legislation concerning

The attachments are listed below.

Attachments

#	File Name	Description (motion, res, ord)
---	-----------	--------------------------------

1.

List Exhibits/documents not included in electronic form (i.e., confidential letters) but delivered in hard copy instead.

1.

Contacts:

Name, Deputy City Attorney

Phone:

Name, Secretary

Phone:

Office of Clerk of the Board

Legislation Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
**	<p><u>12:00 Noon</u></p> <p>Departments may submit by 12:00 noon electronic version BOS Legislation with 1 original and 4 copies of legislation to appear on the back of the <u>second following Tuesday's agenda</u> for referral to committee.</p> <p>If Department misses above deadline, may ask a Supervisor to introduce the matter at the next Board meeting (Tuesday).</p>	<p><u>12:00 Noon</u></p> <p><u>Supervisors</u> must electronically submit to the Clerk of the Board <u>BOS Legislation</u> items to be introduced on Roll Call at the Board Meeting</p> <p><u>2PM Board Meeting</u></p> <p>Supervisor verbally introduce matters during Roll Call for Introduction at a Board meeting On his/her own behalf or as Sponsors for Departments.</p>	<p><u>11:00 am</u></p> <p>Board Agenda generated for next Tuesday meeting</p> <p><u>12:00 Noon</u></p> <p><u>Supervisors</u> may submit resolutions or motions for the following Tuesday's agenda For Adoption without Committee Reference portion of the agenda for action.</p> <p><u>11:00 am</u></p> <p>"Votes"</p> <p>Summary of Tuesday previous meeting</p> <p><u>5:00 p.m.</u></p> <p>Passed legislation is transmitted to the Mayor. Mayor has 10 days to return legislation</p> <p><u>7:00 p.m.</u></p> <p>Finalize next Tuesday's Agenda</p>	<p><u>12:00 noon</u></p> <p>Legislation Introduced Available</p> <p>Submit ads for publication of next Tuesday's Agenda, summary of Actions and Legislation Introduced</p> <p><u>4:00 p.m.</u></p> <p>Agendas sent to DTIS for posting on Web</p> <p><u>5:00 p.m.</u></p> <p>Tuesday's Agenda Packet distributed to Board Members and staff.</p>		<p>Publication Of Agendas</p>

*This deadline day moves to **Friday** when Monday is a holiday.

Changes to the Legislation

If the Department discovers a correction to the legislation, the following policies are established regarding substituting the corrected version to the Clerk of the Board.

Because the electronic copy cannot be modified once it is attached as an Attachment to the official Board File, any change to the legislation requires (1) a new version be prepared as a separate document; (2) the revised legislation with cover letter be submitted for processing; (3) the revised electronic copy be provided; (4) the official file record is updated and another version is attached.

The following policies are established.

Policy The Clerk of the Board's staff will not process any file if the exhibits or attachments mentioned in the body of the legislation are missing. The documents will be returned to the department to resubmit with its exhibits and attachments.

Policy: The electronic documents received will be processed "as is" by the Clerk of the Board's staff.

Policy Changes, whether clerical or not, can only be done as follows:

- By submitting a substitute legislation to the Board of Supervisors to be processed all over again (electronic copy by 9:00 a.m. and paper copy by noon Monday) and the official file will be updated with a new version attachment.
- Amended at a Committee meeting.
- Amended at a Board meeting.

Policy Adding Sponsor names to the electronic copy of the legislation can only be done at the following stages:

- When first introduced by a Supervisor.
- When the legislation is amended.

You must check the Legistar legislative file record history for a complete list of sponsors as the electronic copy of the legislation attachment may not list all the names.

For Clerk's Office Only

This is the process the Clerk of the Board's staff will follow when minor amendments are adopted by the Committee.

Minor amendments adopted by Committee/Board, prepared by the Clerk.

*Note: Committee/Board amendment additions are double underlined
Committee/Board amendment deletions are ~~striketrough normal~~

Committee/Board Clerk	Retrieve the Legistar legislation attachment; save as new document with new name in a different folder; make minor amendments
Committee/Board Clerk	Verify the amendment with Deputy City Attorney, if necessary Email the new version to Deputy City Attorney with return receipt.
Committee/Board Clerk	After verifying the document, save as a new attachment to the Legistar history record.

Instructions to add or delete text made by the Committee/Board:

Highlight the text you want to add or delete;

Go to Format; Font; make your selection as follows:

Underline: Select Double (to add text)

Effects: Select Strikethrough (to indicate text to be deleted)

Reminder: Standard Font: Arial
Font Style: Regular
Size: 12

For Clerk's Office Only

This is the process the Clerk of the Board's staff will follow when major amendments are adopted by Committee.

Complicated (major) amendments requiring City Attorney's assistance.

*Note: Board amendment additions are double underlined
Board amendment deletions are ~~strikethrough normal~~

Committee/Board Clerk	If necessary, email notes of changes requested by Committee/Board and ask City Attorney to prepare the legislation; return receipt.
City Attorney	To prepare amended version, using the double underline and strikethrough normal notation) and email to Committee/Board Clerk as soon as possible, especially if there is a change in title and the matter has been recommended to the Board for the upcoming agenda; return receipt. Print and sign paper copy, if appropriate, and deliver to Clerk.
Committee/Board Clerk	After verifying the document, save as a new attachment to the Legistar history record.

Instructions to add or delete text made by the Committee/Board:

Highlight the text you want to add or delete;

Go to Format; Font; make your selection as follows:

Underline: Select Double (to add text)

Effects: Select Strikethrough (to indicate text to be deleted)

Reminder: Standard Font: Arial
Font Style: Regular
Size: 12

Quick Reference

Ordinance	<p>Must be approved as to form by the City Attorney</p> <p>Must be sent to Committee</p>
Resolution	<p>Resolutions do not require City Attorney's signature, except for bonds and certain Redevelopment and land use matters.</p> <p>Resolutions may contain department head and or commission signatures obtained before delivery to the Clerk of the Board.</p>
Resolution Grant Application Package Information and Instructions	<p>The resolution must have the Mayor's and Controller's signatures before delivery to the Clerk of the Board.</p> <p>NOTE: Acceptance and expenditure of any grant money that would result in creation of new positions must be approved by Ordinance and an appropriate amendment to the ASO. (Ord. 230-06)</p>
Resolution sponsor	The Department's name must appear at the footer (except when asking a Supervisor to sponsor the measure, the Supervisor's name should be filled in).
Background material	The legislation package must include all documents referenced in the body of the proposed legislation before delivery to the Clerk of the Board.
Legislation Package to contain the following documents	<ul style="list-style-type: none"> • Original Legislation and 4 copies with required signatures • Letter on Department stationery • Ordinance digest • Supporting documents; such as, agreement, contract, State or Federal bill, environmental impact, lease, memorandum of understanding, reports, etc.
Deadline for Electronic copy And paper packet to be delivered to Clerk of the Board	<p>Monday 12:00 Noon for referral on the second following Tuesday's agenda.</p> <p>Email address: BOS Legislation.</p>

WHO TO CALL IN THE LEGISLATIVE DIVISION

Legislative Division	
Deputy Clerk	
Committee Clerks	Phone Number
Gail Johnson, Rules	554-4445
Linda Laws, City Operations and Neighborhood Services	554-4441
Deborah Muccino, Government and Audit & Oversight & Select Committee on Ending Gun and Gang Violence	554-4447
Mary Red, Land Use and Economic Development Committee	554-4442
Victor Young, Budget & Finance Committee	554-7723
Annette Lonich , City & School District	554-7706
Legislative Support Staff	
Joy Lamug –Create legislative files introduced from Board and Departments, process all planning appeals	554-7712
Annette Lonich - create the weekly Board agendas, and tasks associated with the preparation, Office of Economic Analysis information, City & School District Clerk and assist in appeal processing	554-7706
Renee Craig - Process and distribute approved legislation, maintain and update of files with Board actions and processing of amendments from Board meetings, distribute Votes and Legislation Introduced	554-7701
Debbie Roddy - Create legislative files for without reference to committee, prepare legislation introduce file for Budget Analyst, prepare final maps	554-7709



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda

Tuesday, October 23, 2007 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

TO: TERRY MILNE

DOCUMENTS DEPT.

OCT 19 2007

SAN FRANCISCO
PUBLIC LIBRARY

Terry Milne
Chair

Carolyn Blair
Mike Boss
Jocelyn Cohen
Steve Griswold
Malcolm Hillan

Milton Marks
Lena Miller
Kelly Quirke
Bonnie Ora Sherk

David Habert/Tom Evans
SF Redevelopment Agency

AnMarie Rodgers
SF Planning Department

Susan Nervo
SF Recreation & Park Department

Carla Short
SF Department of Public Works

Mark Sustarich
SF Public Utilities Commission

Mei Ling Hui
Urban Forestry Environmental Assistant

Monica Fish
Urban Forestry Council Secretary

**Public comment will be taken before the Council takes action on any item.
Order of Business**

1. Call to Order and Roll Call

2. Adoption of Minutes of the September 28, 2007 Urban Forestry Council Regular Meeting

(Explanatory Document: Draft Minutes of the September 28, 2007 Regular Meeting
http://sfgov.org/site/sfenvironment_page.asp?id=69171). (Discussion and Action)

3. Urban Forestry Council's Process. Discussion on how the Council wants to engage in meetings, entertain proposals, make decisions and take actions (Discussion) (Continued from the September 28, 2007 Meeting) (Explanatory Documents: Consensus Decision Making (HTML) http://en.wikipedia.org/wiki/Consensus_decision-making; Public Policy Consensus & Mediation—State of Maine Best Practices (HTML) http://www.maine.gov/consensus/ppcm_consensus_home.htm and On Conflict and Consensus (HTML) <http://www.consensus.net/ocac2.html>)

SPONSOR: Vice-Chair Kelly Quirke

4. Staff Report. Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

5. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair, Carla Short
The next meeting will be on October 18, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss
The next meeting will be on October 9, 2007 at 4:00 p.m. at City Hall, Room 421.

6. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

7. New Business/Future Agenda Items (Information and Discussion).

8. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

9. Adjournment

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: so tf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the above address or telephone number 415-355-3709 or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Posted: October 18, 2007

Consensus decision-making

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From Wikipedia, the free encyclopedia

Consensus decision-making is a decision-making process that not only seeks the agreement of most participants, but also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is usually defined as meaning both general agreement, and the process of getting to such agreement. Consensus decision-making is thus concerned primarily with that process.

While not as common as other decision-making procedures, such as majoritarian voting, consensus is used by a wide variety of groups. Religious denominations such as the Quakers, economic policy bodies including the Dutch Polder Model and historical Hanseatic League, anarchist organizations such as Food Not Bombs and various infoshops, many non-governmental organizations, and even entire nations such as the Haudenosaunee use consensus decision-making. Majoritarian voting is considered the last resort in several democracies, consensus decision-making being the preferred process.

Contents

- 1 What is consensus decision-making?
- 2 Consensus as an alternative to voting
- 3 The process of consensus decision-making
- 4 Roles in the consensus process
- 5 If consensus is not unanimous, who must agree?
- 6 When consensus cannot be reached
- 7 Criticisms
- 8 Historical examples of consensus decision making
- 9 Models of consensus decision making
 - 9.1 Quaker model
 - 9.2 IETF rough consensus model
- 10 Tools for consensus
 - 10.1 Colored cards
 - 10.2 Hand signals
- 11 See also
- 12 Notes
- 13 External links

What is consensus decision-making?

The word 'consensus' derives from the Latin *cum* meaning 'with' or 'together with', and *sentire* meaning to 'think' or 'feel'. Thus, etymologically, 'consensus' means to 'think or feel together'.

As a decision-making process, consensus aims to be:

- **Inclusive:** As many stakeholders as possible should be involved in the consensus decision-making process.
- **Participatory:** The consensus process should actively solicit the input and participation of all

decision-makers.^[1]

- **Co-operative:** Participants in an effective consensus process should strive to reach the best possible decision for the group and all of its members, rather than opt to pursue a majority opinion, potentially to the detriment of a minority.^[1]
- **Egalitarian:** All members of a consensus decision-making body should be afforded, as much as possible, equal input into the process. All members have the opportunity to table, amend and veto or "block" proposals.
- **Solution-oriented:** An effective consensus decision-making body strives to emphasize common agreement over differences and reach effective decisions using compromise and other techniques to avoid or resolve mutually-exclusive positions within the group.

Consensus as an alternative to voting

Proponents of consensus decision making view the traditional, majoritarian voting process as undesirable for several reasons.

Voting is regarded as being competitive, rather than co-operative, framing decision-making in a win/lose dichotomy that ignores the possibility of compromise or other potential solutions.^[2] Additionally, majoritarian rule is also often viewed as disempowering or alienating, subjecting a minority to the rule of a majority position.^[3]

Proponents of consensus often submit that this 'tyranny of the majority' exacerbates the problem of partisanship and can reduce group cohesion and effectiveness.

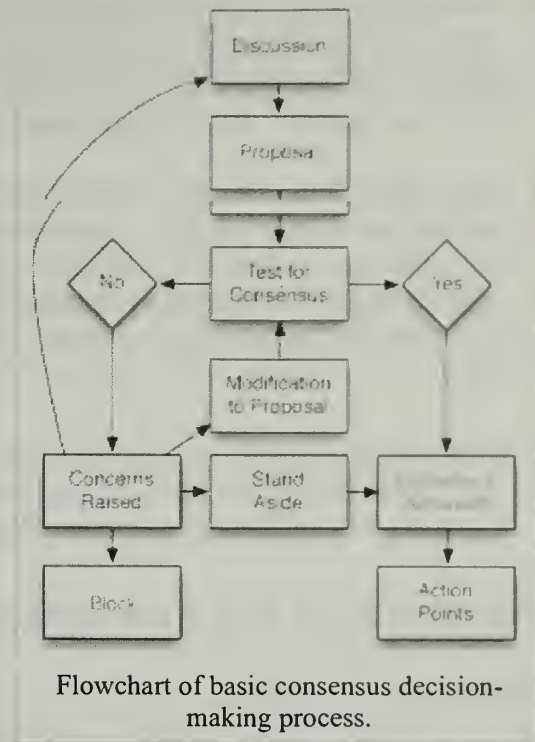
Lastly, advocates of consensus frequently state that a majority decision reduces the commitment of each individual decision-maker to the decision. Members of a minority position may feel less commitment to a majority decision, and even majority voters who may have taken their positions along party or bloc lines may have a sense of reduced responsibility for the ultimate decision. The result of this reduced commitment, according to many consensus proponents, is potentially less willingness to defend or act upon the decision.

The process of consensus decision-making

Since the consensus decision-making process is not as formalized as others, such as Roberts Rules of Order, the practical details of its implementation vary from group to group. However, there is a core set of procedures which is common to most implementations of consensus decision-making.^{[4][5][6]}

Once an agenda for discussion has been set and, optionally, the ground rules for the meeting have been agreed upon, each item of the agenda is addressed in turn. Typically, each decision arising from an agenda item follows through a simple structure:

- **Discussion of the item:** The item is discussed with the goal of identifying opinions and information on the topic at hand. The general direction of the group and potential proposals for action are often identified during the discussion.
- **Formation of a proposal:** Based on the discussion, a formal decision proposal on the issue is presented to the group.
- **Call for consensus:** The facilitator of the decision-making body calls for consensus on the proposal. Each member of the group usually must actively state their agreement with the proposal, often by using a hand gesture or raising a colored card, to avoid the group from interpreting silence or inaction as agreement.
- **Identification and addressing of concerns:** If consensus is not achieved, each dissenter presents his or her concerns on the proposal, potentially starting another round of discussion to address or clarify the concern.
- **Modification of the proposal:** The proposal is amended, re-phrased or ridered in an attempt to address the concerns of the decision-makers. The process then returns to the call for consensus and the cycle is repeated until a satisfactory decision is made.



Roles in the consensus process

The consensus decision-making process often has several roles which are designed to make the process run more effectively. Although the name and nature of these roles varies from group to group, the most common are the facilitator, a timekeeper, an empath and a secretary or notes taker. Not all decision-making bodies use all of these roles, although the facilitator position is almost always filled, and some groups use supplementary roles, such as a Devil's advocate or greeter. Some decision-making bodies opt to rotate these roles through the group members in order to build the experience and skills of the participants, and prevent any perceived concentration of power.^[4]

The common roles in a consensus meeting are:

- **Facilitator:** As the name implies, the role of the facilitator is to help make the process of reaching a consensus decision easier. Facilitators accept responsibility for moving through the agenda on time; ensuring the group adheres to the mutually agreed-upon mechanics of the consensus process; and, if necessary, suggesting alternate or additional discussion or decision-making techniques, such as go-arounds, break-out groups or role-playing.^{[7][8]} Some consensus groups use two co-facilitators. Shared facilitation is often adopted to diffuse the perceived power of the facilitator and create a system whereby a co-facilitator can pass off facilitation duties if he or she becomes more personally engaged in a debate.^[9]

- **Timekeeper:** The purpose of the timekeeper is to ensure the decision-making body keeps to the schedule set in the agenda. Effective timekeepers use a variety of techniques to ensure the meeting runs on time including: giving frequent time updates, ample warning of short time, and keeping individual speakers from taking an excessive amount of time.^[4]
- **Empath or 'Vibe Watch':** The empath, or 'vibe watch' as the position is sometimes called, is charged with monitoring the 'emotional climate' of the meeting, taking note of the body language and other non-verbal cues of the participants. Defusing potential emotional conflicts, maintaining a climate free of intimidation and being aware of potentially destructive power dynamics, such as sexism or racism within the decision-making body, are the primary responsibilities of the empath.^{[7][10]}
- **Note taker:** The role of the notes taker or secretary is to document the decisions, discussion and action points of the decision-making body. Unlike other forms of decision-making, consensus minutes often make a point of documenting dissenting positions.

If consensus is not unanimous, who must agree?

A healthy consensus decision-making process usually encourages and outs dissent early, maximizing the chance of accommodating the views of all minorities. For instance, the Vatican was known to assign the role of Promotor Fidei, or Devil's advocate, to a specific priest. This process was used most often in decisions of beatification.

Since unanimity may be difficult to achieve, especially in large groups, or unanimity may be the result of coercion, fear, undue persuasive power or eloquence, inability to comprehend alternatives, or plain impatience with the process of debate, consensus decision making bodies may use an alternative benchmark of consensus. These include the following:

- **Unanimity minus one** (or U-1), requires all delegates but one to support the decision. The individual dissenter cannot block the decision although he or she may be able to prolong debate (e.g. via a filibuster). The dissenter may be the ongoing monitor of the implications of the decision, and their opinion of the outcome of the decision may be solicited at some future time. Betting markets in particular rely on the input of such lone dissenters. A lone bettor against the odds profits when his or her prediction of the outcomes proves to be better than that of the majority. This disciplines the market's odds.
- **Unanimity minus two** (or U-2), does not permit two individual delegates to block a decision, but tends to curtail debate with a lone dissenter more quickly. Dissenting *pairs* can present alternate views of what is wrong with the decision under consideration. Pairs of delegates can be empowered to find the common ground that will enable them to convince a third, decision-blocking, decision-maker to join them. If the pair are unable to convince a third party to join them within a set time, their arguments are deemed to be unconvincing.
- **Unanimity minus three**, (or U-3), and other such systems recognize the ability of four or more delegates to actively block a decision. U-3 and lesser degrees of unanimity are usually lumped in with statistical measures of agreement, such as: 80%, mean plus one sigma, two-thirds, or majority levels of agreement. Such measures usually do not fit within the definition of consensus.
- **Rough Consensus** is the process used by the IETF working group, where there is no specific rule

for "how much is enough". Rather, the question of consensus is left to the judgment of the working group chair. While this makes it more difficult for a small number of disruptors to block a decision, it puts increased responsibility on the chair, and has frequently led to divisive debates about whether rough consensus has in fact been correctly identified.

When consensus cannot be reached

Although the consensus decision-making process should, ideally, identify and address concerns and reservations early, proposals do not always garner full consensus from the decision-making body. When a call for consensus on a motion is made, a dissenting delegate has one of three options:

- **Declare reservations:** Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "declare reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal.^[11]
- **Stand aside:** A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the motion pass. Although stand asides do not halt a motion, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.^{[12][13][14]}
- **Block:** Any group member may "block" a proposal. In most models, a single block is sufficient to stop a proposal, although some measures of consensus may require more than one block (*see* previous section, "If consensus is not unanimous, who must agree?"). Blocks are generally considered to be an extreme measure, only used when a member feels a proposal "endanger[s] the organization or its participants, or violate[s] the mission of the organization" (i.e., a principled objection). In some consensus models, a group member opposing a proposal must work with its proponents to find a solution that will work for everyone.^{[13][15]}

Criticisms

Critics of consensus decision-making often observe that the process, while potentially effective for small groups of motivated or trained individuals with a sufficiently high degree of affinity, has a number of possible shortcomings, notably:

- **Preservation of the Status quo:** In decision-making bodies that use formal consensus, the ability of individuals or small minorities to block agreement gives an enormous advantage to anyone who supports the existing state of affairs. This can mean that a specific state of affairs can continue to exist in an organization long after a majority of members would like it to change.^[16]
- **Susceptibility to disruption:** Giving the right to block proposals to all group members may result in the group becoming hostage to an inflexible minority or individual. Furthermore, "opposing such obstructive behaviour [can be] construed as an attack on freedom of speech and in turn [harden] resolve on the part of the individual to defend his or her position."^[17] As a result, consensus decision-making has the potential to reward the least accommodating group members while punishing the most accommodating.

- **Abilene paradox:** Consensus decision-making is susceptible to all forms of groupthink, the most dramatic being the Abilene paradox. In the Abilene paradox, a group can unanimously agree on a course of action that no individual member of the group desires because no one individual is willing to go against the perceived will of the decision-making body.^[18]
- **Time Consuming:** Since consensus decision-making focuses on discussion and seeks the input of all participants, it can be a time-consuming process. This is a potential liability in situations where decisions need to be made speedily or where it is not possible to canvass the opinions of all delegates in a reasonable period of time. Additionally, the time commitment required to engage in the consensus decision-making process can sometimes act as a barrier to participation for individuals unable or unwilling to make the commitment.^[19]

Historical examples of consensus decision making

Perhaps the oldest example of consensus decision-making is the Iroquois Confederacy Grand Council, or Haudenosaunee, who have traditionally used consensus in decision-making,^{[20][21]} potentially as early as 1142.^[22] Other examples of consensus decision-making amongst indigenous people can be found, although they are often ignored in Eurocentric histories.^[23] Although the modern popularity of consensus decision-making in Western society dates from the women's liberation movement^[24] and anti-nuclear movement^[25] of the 1970s, the origins of formal consensus can be traced significantly farther back.^[26]

The most notable of early Western consensus practitioners are the Religious Society of Friends, or Quakers, who adopted the technique as early as the 17th century. The Anabaptists, or Mennonites, too, have a history of using consensus decision-making^[27] and some believe Anabaptists practiced consensus as early as the Martyrs' Synod of 1527.^[26] Some Christians trace consensus decision-making back to the Bible. The Global Anabaptist Mennonite Encyclopedia references, in particular, Acts 15^[28] as an example of consensus in the New Testament.

Models of consensus decision making

Quaker model

The model used by the Quakers is effective because it puts in place a simple, time-tested structure that moves a group towards consensus. The Quaker model has been well-received when employed in secular settings because it gives everyone a chance to speak while limiting potential disruptors (e.g., people who want unlimited airtime, or who have a particular axe to grind).

The following aspects of the Quaker model can be effectively applied in any consensus decision-making process:

- Multiple concerns and information are shared until the sense of the group is clear.
- Discussion involves active listening and sharing information.
- Norms limit number of times one asks to speak to ensure that each speaker is fully heard.
- Ideas and solutions belong to the group; no names are recorded.
- Differences are resolved by discussion. The facilitator ("clerk" or "convenor" in the Quaker model) identifies areas of agreement and names disagreements to push discussion deeper.
- The facilitator articulates the sense of the discussion, asks if there are other concerns, and

proposes a "minute" of the decision.

- The group as a whole is responsible for the decision and the decision belongs to the group.
- The facilitator can discern if one who is not uniting with the decision is acting without concern for the group or in selfish interest.
- Dissenters' perspectives are embraced.^[29]

Key components of Quaker-based consensus include a belief in a common humanity and the ability to decide together. The goal is "unity, not unanimity." Ensuring that group members speak only once until others are heard encourages a diversity of thought. The facilitator is understood as serving the group rather than acting as person-in-charge. By articulating the emerging consensus, members can be clear on the decision, and, as their views have been taken into account, will be likely to support it (see *External links* below for more information and materials related to Quaker-based consensus).

IETF rough consensus model

In the Internet Engineering Task Force (IETF), decisions are assumed to be taken by "rough consensus."^[30] The IETF has studiously refrained from defining a mechanical method for verifying such consensus, apparently in the belief that any such codification will lead to attempts to "game the system." Instead, a working group (WG) chair or BoF chair is supposed to articulate the "sense of the group."

One tradition in support of rough consensus is the tradition of humming rather than (countable) hand-raising; this allows a group to quickly tell the difference between "one or two objectors" or a "sharply divided community", without making it easy to slip into "majority rule".^[31]

Much of the business of the IETF is carried out on mailing lists, where all parties can speak their view at all times.

Tools for consensus

Colored cards

Some consensus decision-making bodies use a system of colored cards to speed up and ease the consensus process. Most often, each member is given a set of three colored cards: red, yellow and green. The cards can be raised during the process to indicate the member's input. Cards can be used during both during discussion and a call for consensus, and have different meanings depending on during which phase of the process they are used.^{[13][32]} The meaning of the colors are:

- **Red:** During discussion, a red card is used to indicate a point of process or a breach of the agreed upon procedures. Identifying offtopic discussions, speakers going over allowed time limits or other breaks in the process are uses for the red card. During a call for consensus, the red card indicates the member's opposition (usually a "principled objection") to the proposal at hand. When a member, or members, use a red card, it becomes their responsibility to work with the proposing committee to come up with a solution that will work for everyone.
- **Yellow:** In the discussion phase, the yellow card is used to indicate a member's ability to clarify a point being discussed or answer a question being posed. Yellow is used during a call for consensus to register a stand aside to the proposal or to formally state any reservations.

- **Green:** A group member can use a green card during discussion to be added to the speakers list. During a call for consensus, the green card indicates consent.

Some decision-making bodies use a modified version of the colored card system with additional colors, such as orange to indicate a non-blocking reservation stronger than a stand-aside.^[33]

Hand signals

Hand signals are often used by consensus decision-making bodies as a way for group members to nonverbally indicate their opinions or positions. Although the nature and meaning of individual gestures varies from group to group, there is a widely-adopted core set of hand signals. These include: wiggling of the fingers on both hands, a gesture sometimes referred to as "twinkling", to indicate agreement; raising a fist or crossing both forearms with hands in fists to indicate a block or strong disagreement; and making a "T" shape with both hands, the "time out" gesture, to call attention to a point of process or order.^{[8][34][35]}

See also

- Majority rule
- Decision making
- Consensus democracy
- Consensus government
- Sociocracy
- Supermajority

Notes

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External links

- "Consensus Decision Making" (<http://seedsforchange.org.uk/free/consens>) -- Seeds for Change
- "On Conflict and Consensus. (<http://www.ic.org/pnp/ocac/>)" -- C. T. Lawrence Butler and Amy Rothstein (1987) Food Not Bombs Publishing. Also available in .pdf format (<http://www.wandreilagh.org/consensus.pdf>)
- "The Formal Consensus Website" (<http://www.consensus.net/>) -- Based on work by C. T. Lawrence Butler and Amy Rothstein
- "A Manual for Meetings, Revised Edition" (http://nat.uca.org.au/regulations/2001/pdf/manual_for_meetings.pdf) -- The Uniting Church in Australia
- "Papers on Cooperative Decision-Making" (<http://www.vernalproject.org/RPapers.shtml#CoopDecMaking>) -- Randy Schutt
- "One Vote for Democracy" (<http://www.diemer.ca/Docs/Diemer-OneVoteforDemocracy.htm>) -- Ulli Diemer
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Categories: Working groups | Community organizing | Decision theory | Evaluation methods | Group processes | Organizational studies and human resource management | Deliberative methods

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Background

Consensus-Based Stakeholder Processes

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Mediation of Disputes Involving State Agencies

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What is a Consensus Process?

A consensus process is an effort in which government agencies and other affected parties seek to reach agreement on a course of action to address an issue or set of related issues. For example, task forces may use consensus to develop recommendations. Stakeholder groups convened by an agency may use consensus to develop legislative recommendations on regulations, or intra-government work groups involving multiple agencies may use consensus to reach agreement.

In a consensus process, representatives of all the necessary interests with a stake in an issue work together to find a mutually acceptable solution. Each process differs because in each case the parties design it to fit their circumstances. However, successful consensus processes follow several guiding principles:

Consensus decision-making -- participants make decisions by agreement rather than by majority vote.

Inclusiveness -- All necessary interests are represented or, at a minimum, approve of the discussions.

Accountability -- Participants usually represent stakeholder groups or interests. They are accountable both to their constituents and to the process.

Facilitation -- An impartial facilitator accountable to all participants manages the process, ensures that ground rules are followed, and helps maintain a productive climate for communication and problem solving.

Flexibility -- Participants design a process and address the issues in a manner they determine most suitable to the situation.

Shared control -- Participants share responsibility for setting the ground rules for a process and for creating outcomes.

Commitment to implementation -- The sponsor and all stakeholder groups commit to carrying out their agreement.

Stages of a Consensus Process

A consensus process moves through three stages, each with its own set of activities.

Before -- Assess whether or not to initiate a consensus process and how

to bring diverse interests to the table, then work with the facilitator to plan and organize the process, and write ground rules.

During -- Engage in the problem-solving discussions: exchange information, frame issues, conduct the discussions, generate and evaluate options, develop mutually acceptable solutions, and secure the endorsement of all constituents and authorized decision makers.

After -- Implement the agreement: formalize the decision, carry it out, and monitor the results.

How consensus processes differ from consultation

The most significant differences between consultation and consensus processes are how decisions are made and what happens to the product of the discussions. In a consensus process, the parties share decision making about both process and outcome. By contrast, in a consultative process the sponsoring agency decides whether to initiate a process and how it will be organized. In a consensus process, the product of the discussion gets translated into official decisions, while in a consultative process the agency formulates the decisions. In both approaches, the agency retains final decision making authority, but in a consensus process the agency puts the product of a consensus process out for official review as the proposed decision. In consultation, the agency receives input from the participants, and then staff members formulate the proposed decisions.

Sometimes because of legal requirements, sponsoring agencies refer to a process as "consultative" or "advisory", even when the intent is to agree with stakeholders on an outcome. Federal agencies that sponsor regulatory negotiations must charter the process as an advisory committee under the provisions of the federal Advisory Communications Act. A legislature or administrative policy making body that authorizes a consensus process may designate the group as advisory in order to make it clear that the formal decision will still be made by government officials.

Again, the most important distinctions among these processes are how decisions are made and what happens to the outcome. If a sponsoring agency treats the committee's final agreement as advice and picks and chooses parts to include in the official decision, the process is consultative. If it participates along with other parties in formulating the agreement, then accepts it as a package consisting of trade-off's that cannot be detached (and is committed to implementing the package), then the process is consensual. According to the authors of **Building Consensus for a Sustainable Future**, who first pointed out this distinction, "Consultation is designed to inform decision makers who will ultimately make the decision. Consensus involves the participants as decision makers... . In a consensus process, the participants must address and persuade one another and find solutions acceptable to all."

Definition of consensus

A practical definition for consensus in the public policy setting is:

- the parties have reached a meeting of the minds sufficient to make a decision and carry it out;
- no one who could block or obstruct the decision or its implementation will exercise that power;
- everyone needed to support the decision and put it into effect will do so.

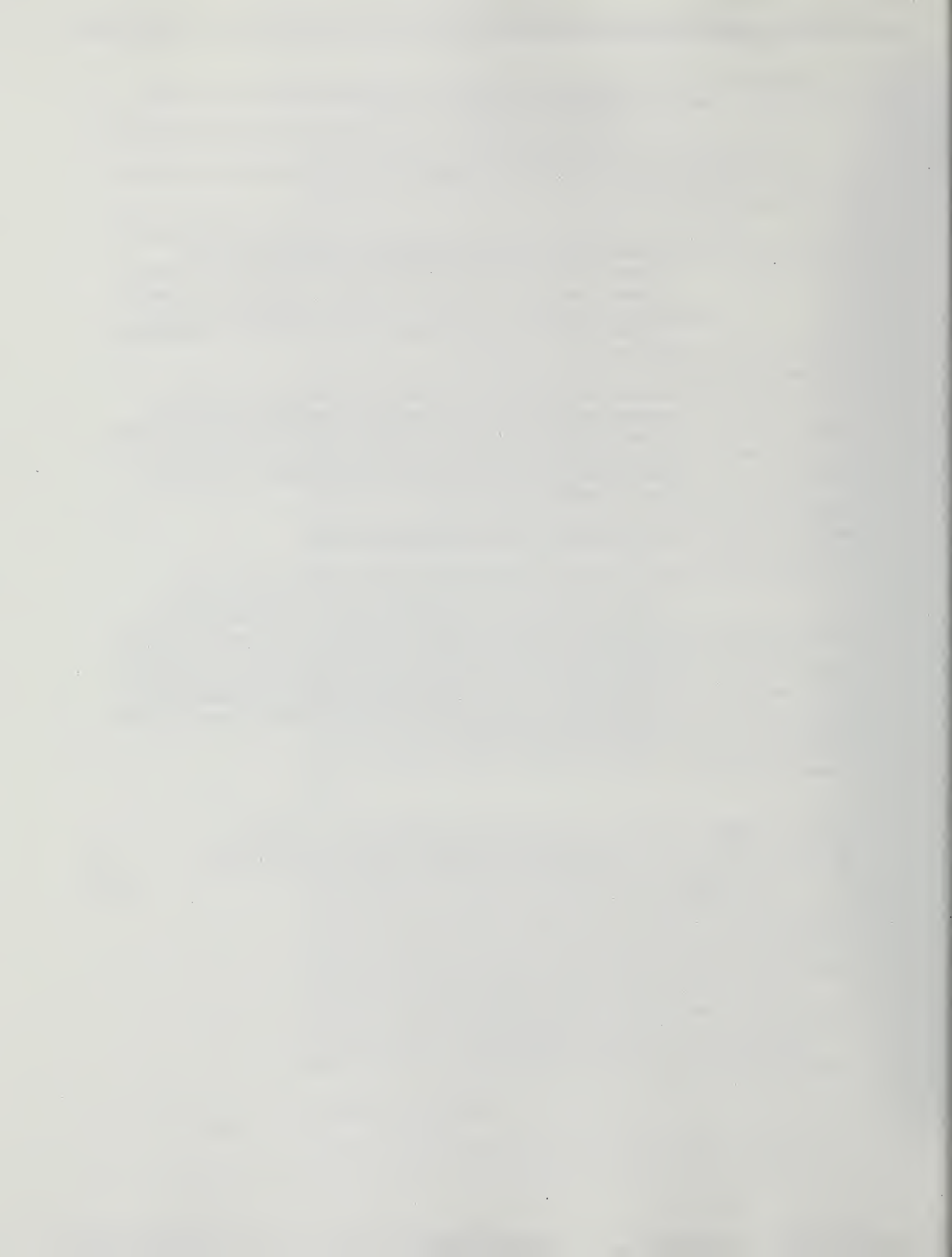
This definition does not mean unanimity of thought or abandonment of values. Indeed, one of the characteristics of a well constructed agreement is that it represents diverse values and interests. Given the mixture of issues and values in public conflict, the resulting agreement often is a package with varying levels of enthusiasm and support for different components, but on balance one that each party or stakeholder can accept.

In a consensus process, the parties or stakeholders must define consensus for themselves and include their definition in the ground rules. Most definitions imply acceptance, an acknowledgment that things can move forward, that people support a decision, or at least can live with it. Even if only most participants like the decision, at least all of them are willing to accept it.

Why use consensus and not majority vote?

Because stakeholders and government officials together are the decision makers in a consensus process, participants must try to educate and persuade one another about their needs and interests. They also must listen carefully to determine how the solution can meet the needs of the other parties. Majority voting induces a different kind of interaction than does consensus decision making. When participants know they can revert to a majority vote if they cannot agree, they may focus more on building coalitions for such a possibility rather than trying to meet all the parties' needs.

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Flow Chart
of Formal
Consensus

The
Advantages
of Formal
Consensus

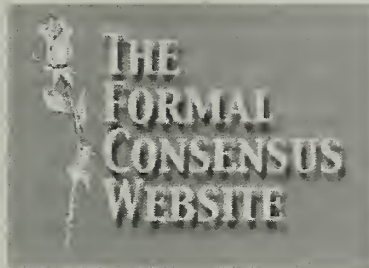
On
Decision-
Making

On Conflict
and
Consensus

The Art of
Evaluation

Roles

Techniques



On Conflict & Consensus

On Decisionmaking

Decisions are adopted when all participants consent to the result of discussion about an original proposal. People who do not agree with a proposal are responsible for expressing their concerns. No decision is adopted until there is resolution of every concern. When concerns remain after discussion, individuals can agree to disagree by acknowledging they have unresolved concerns, but consent to the proposal anyway and allow it to be adopted. Therefore, reaching consensus does not assume that everyone must be in agreement, a highly unlikely situation in a group of intelligent, creative individuals.

Consensus is becoming popular as a democratic form of decisionmaking. It is a process that requires an environment in which all contributions are valued and participation is encouraged. There are, however, few organizations which use a model of consensus which is specifically consistent, and efficient. Often, the consensus process is informal, vague, and very inconsistent. This happens when the consensus process is not based upon a solid foundation and the structure is unknown or nonexistent. To develop a more formal type of consensus process, any organization must define the commonly held principles which form the foundation of the group's work and intentionally choose the type of structure with which the process is built.

This book contains the building materials for just such a process. Included is a description of the principles from which a foundation is created, the flowchart and levels of structure are the frame for the process, and the other materials needed for designing a variety of processes which can be customized to fit the needs of the organization.

The Structure of Formal Consensus

Many groups regularly use diverse discussion techniques learned from practitioners in the field of conflict resolution. Although this book does include several techniques, the book is about a *structure* called Formal Consensus. This structure creates a separation between *identification* and the *resolution* of concerns. Perhaps, if everybody in the group has been saying what they think, they won't need this structure. This predictable structure provides opportunities to those who don't feel empowered to participate.

Formal Consensus is presented in levels or cycles. In the first level, the idea is to allow everyone to express their perspective, including concerns, but group time is not spent resolving problems. In the second level the group focuses its attention on identifying concerns, still not resolving them. This requires discipline. Reactive comments, even ones, and resolutions, even good ones, can suppress the creative ideas of others. Not until the third level does the structure allow for exploring resolutions.

Each level has a different scope and focus. At the first level, the scope is broad, allowing

discussion to consider the philosophical and political implications as well as the general merits and drawbacks and other relevant information. The only focus is on the proposal as a whole. Some decisions can be reached after discussion at the first level. At the second level, the scope of the discussion is limited to the concerns that have been identified and publicly stated, which enables everyone to get an overall picture of the concerns. The focus of attention is on identifying the body of concerns and grouping similar ones. At the third level, the scope is very narrow. The focus of discussion is limited to a single unresolved concern until it is resolved.

The Flow of the Formal Consensus Process

In an ideal situation, every proposal would be submitted in writing and briefly introduced the first time it appears on the agenda. At the next meeting, after everyone has had enough time to read it and carefully consider any concerns, the discussion would begin in earnest. Often it would not be until the third meeting that a decision is made. Of course, this depends on how many proposals are on the table and the urgency of the decision.

Clarify the Process

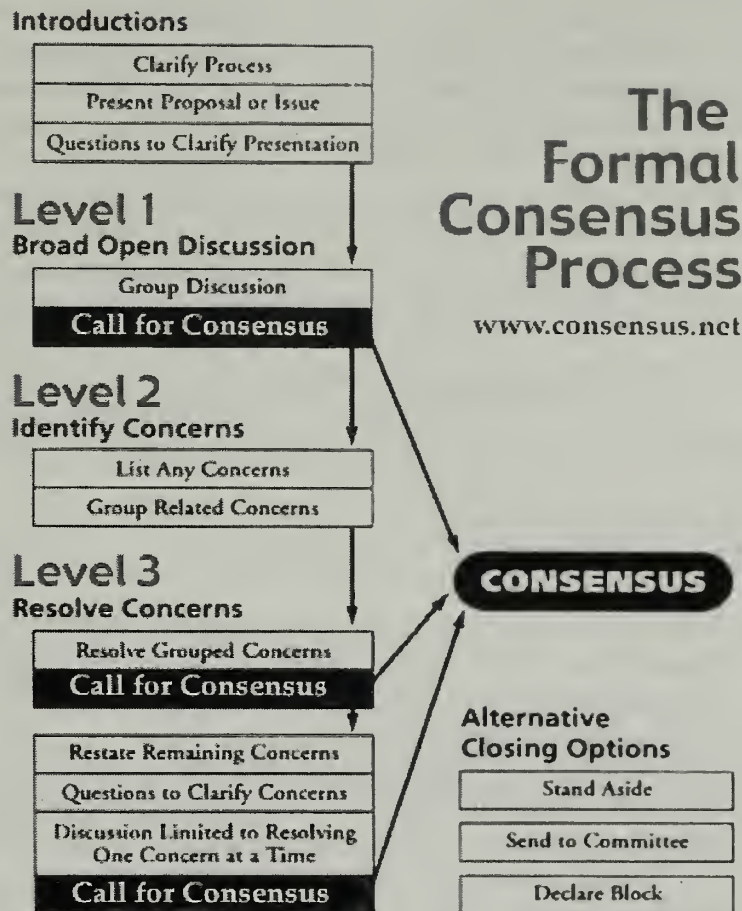
The facilitator introduces the person presenting the proposal and gives a short update on previous action on it. It is very important for the facilitator to explain the process that will be followed to move the group through the proposal to consensus. It is the facilitator's job to make sure that every participant clearly understands the structure and the discussion techniques that will be employed while the meeting is in progress.

Present Proposal or Issue

When possible and appropriate, proposals ought to be prepared in writing and distributed in advance of the meeting in which a decision is required. This encourages prior discussion and consideration, helps the presenter anticipate concerns, minimizes surprises, and involves everyone in creating the proposal. (If the necessary groundwork has not been done, the wisest choice might be to send the proposal to committee. Proposal writing is difficult to accomplish in a large group. The committee would develop the proposal for consideration at a later time.) The presenter reads the written proposal aloud, provides background information, and states clearly its benefits and reasons for adoption, including addressing any existing concerns.

Questions Which Clarify the Presentation

Questions are strictly limited by the facilitator to those which seek greater comprehension of the proposal as presented. Everyone deserves the opportunity to fully understand what is being asked of the group before discussion begins. This is not a time for comments or objections. If there are only a few questions, they can be answered one at a time by the presenter. If there are many, a useful technique is hearing all the questions and then answering them together. After answering all clarifying questions, the group begins discussion.



Level One: Broad Open Discussion

General Discussion

Discussion at this level ought to be the broadest in scope. Try to encourage comment take the whole proposal into account; i.e., why it is a good idea, or general problems need to be addressed. Discussion at this level often has a philosophical or principled purpose, purposely addressing how this proposal might affect the group in the long run or what precedent it might create, etc. It helps every proposal to be discussed in this way, but group engages in resolving particular concerns. Do not allow one concern to become focus of the discussion. When particular concerns are raised, make note of them but encourage the discussion to move back to the proposal as a whole. Encourage the creative interplay of comments and ideas. Allow for the addition of any relevant factual information. For those who might at first feel opposed to the proposal, this discussion is a consideration of why it might be good for the group in the broadest sense. Their initial concerns might, in fact, be of general concern to the whole group. And, for those who support the proposal, this is a time to think about the proposal broadly and some of the general problems. If there seems to be general approval of the proposal, the facilitator or someone recognized to speak, can request a call for consensus.

Call for Consensus

The facilitator asks, "Are there any unresolved concerns?" or "Are there any concerns remaining?" After a period of silence, if no additional concerns are raised, the facilitator declares that consensus is reached and the proposal is read for the record. The length of silence ought to be directly related to the degree of difficulty in reaching consensus; a decision requires a short silence, a difficult decision requires a longer silence. This encourages everyone to be at peace in accepting the consensus before moving on to other business. At this point, the facilitator assigns task responsibilities or sends the decision to a committee for implementation. It is important to note that the question is not "Is there consensus?" or "Do everyone agree?". These questions do not encourage an environment in which all concerns can be expressed. If some people have a concern, but are shy or intimidated by a strong showing of support for a proposal, the question "Are there any unresolved concerns?" is directed to them and provides an opportunity for them to speak. Any concerns for which someone stands aside are listed with the proposal and become a part of it.

Level Two: Identify Concerns **List All Concerns**

At the beginning of the next level, a discussion technique called brainstorming (see page 10) is used so that concerns can be identified and written down publicly by the scribe and recorded by the notetaker. Be sure the scribe is as accurate as possible by checking with the person who voiced the concern before moving on. This is not a time to attempt to resolve concerns or determine their validity. That would stifle free expression of concerns. At this point, only concerns are to be expressed, reasonable or unreasonable, well thought out or vague feelings. The facilitator wants to interrupt any comments which attempt to defend a proposal, resolve the concerns, judge the value of the concerns, or in any way deny or dismiss another's feelings of doubt or concern. Sometimes simply allowing a concern to be expressed and written down helps resolve it. After all concerns have been listed, allow the group a moment to reflect on them as a whole.

Group Related Concerns

At this point, the focus is on identifying patterns and relationships between concerns. A short exercise must not be allowed to focus upon or resolve any particular concern.

Level Three: Resolve Concerns **Resolve Groups of Related Concerns**

Often, related concerns can be resolved as a group.

Call for Consensus

If most of the concerns seem to have been resolved, call for consensus in the manner described earlier. If some concerns have not been resolved at this time, then a more focused discussion is needed.

Restate Remaining Concerns (One at a Time)

Return to the list. The facilitator checks each one with the group and removes ones which are resolved.

have been resolved or are, for any reason, no longer of concern. Each remaining concern is restated clearly and concisely and addressed one at a time. Sometimes new concerns are raised which need to be added to the list. However, every individual is responsible for honestly expressing concerns as they think of them. It is not appropriate to hold back a concern and spring it upon the group late in the process. This undermines trust and limits the group's ability to adequately discuss the concern in its relation to other concerns.

Questions Which Clarify the Concern

The facilitator asks for any questions or comments which would further clarify the concern so that everyone clearly understands it *before* discussion starts.

Discussion Limited to Resolving One Concern

Use as many creative group discussion techniques as needed to facilitate a resolution of the concern. Keep the discussion focused upon the particular concern until every suggestion has been offered. If no new ideas are coming forward and the concern cannot be resolved within the time allotted for this item, move to one of the closing options described below.

Call for Consensus

Repeat this process until all concerns have been resolved. At this point, the group should have consensus, but it would be appropriate to call for consensus anyway just to be sure none has been overlooked.

Closing Options Send to Committee

If a decision on the proposal can wait until the whole group meets again, then send the proposal to a committee which can clarify the concerns and bring new, creative resolutions for consideration by the group. It is a good idea to include on the committee representatives of all the major concerns, as well as those most supportive of the proposal so they can work out solutions in a less formal setting. Sometimes, if the decision is needed before the next meeting, a smaller group can be empowered to make the decision for the larger group. Again, this committee should include all points of view. Choose this option only if it is absolutely necessary and the whole group consents.

Stand Aside (Decision Adopted with Unresolved Concerns Listed)

When a concern has been fully discussed and cannot be resolved, it is appropriate for the facilitator to ask those persons with this concern if they are willing to stand aside; to acknowledge that the concern still exists, but allow the proposal to be adopted. It is very important for the whole group to understand that this unresolved concern is then written with the proposal in the record and, in essence, becomes a part of the decision. This concern can be raised again and deserves more discussion time as it has not yet been resolved. In contrast, a concern which has been resolved in past discussion does not deserve additional discussion, unless something new has developed. Filibustering is not appropriate in Formal Consensus.

Declare Block

After having spent the allotted agenda time moving through the three levels of discussion trying to achieve consensus and concerns remain which are unresolved, the facilitator is obligated to declare that consensus cannot be reached at this meeting, that the proposal is blocked, and move on to the next agenda item. The Rules of Formal Consensus The guidelines and techniques in this book are flexible and meant to be modified. Some of the guidelines, however, seem almost always to be true. These are the Rules of Formal Consensus:

1. Once a decision has been adopted by consensus, it cannot be changed without reaching a new consensus. If a new consensus cannot be reached, the old decision stands.
2. In general, only one person has permission to speak at any moment. The person with permission to speak is determined by the group discussion technique in use and/or the facilitator. (The role of Peacekeeper is exempt from this rule.)
3. All structural decisions (i.e., which roles to use, who fills each role, and which facilitation technique and/or group discussion technique to use) are adopted by consensus without debate. Any objection automatically causes a new selection to be made. If a role cannot be filled without objection, the group proceeds without that role being filled. If much time is spent trying to fill roles or find acceptable techniques, then the group needs a discussion about the unity of purpose of this group and why it is having this problem. This discussion must be put on the agenda for the next meeting, if not held immediately.
4. All content decisions (i.e., the agenda contract, committee reports, proposals, etc.) are adopted by consensus after discussion. Every content decision must be openly discussed before it can be tested for consensus.
5. A concern must be based upon the principles of the group to justify a block to consensus.
6. Every meeting which uses Formal Consensus must have an evaluation.

NEXT CHAPTER

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

DOCUMENTS DEPT.

Friday, September 28, 2007

City Hall, Room 400

**One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

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- 1. Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 10:15 a.m. Present: Chair Milne; Vice-Chair Quirke, Members Cohen, Habert, Marks, Miller (10:30 a.m.), Nervo, Sherk, and Sustarich; Excused: Members Blair, Boss, Griswold, Rodgers, and Short.

Chair Milne introduced Mr. Malcolm Hillan who would be a new member on the Urban Forestry Council effective in October and Ms. Mei Ling Hui, Environmental Assistant for the Department of the Environment in the Urban Forestry program. Mr. Hillan stated that he is an instructor at San Francisco City College in the Environmental Horticultural Program and would be sitting in the seat formerly occupied by Mr. Larry Costello that is designated for a representative of an educational or research institution. Ms. Hui introduced herself, stating that she would be working full-time effective Monday, October 8 and that she had previously worked with Friends of the Urban Forest.

- 2. Adoption of Minutes of the August 28, 2007 Urban Forestry Council Regular Meeting** (Explanatory Document: Approved Minutes of the August 28, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=66772). (Discussion and Action).

Public Comment: Ms. Eng, Department of the Environment suggested that an amendment be made to Item 9 to delete the title after her name as it is incorrectly stated as the Urban Forestry Council Program Manager. Ms. Eng's official title is Environmental Justice Program Manager. Ms. Eng also pointed out that the statement referencing that most of the applications received for the Environmental Assistant Position were from the Friends of the Urban Forest and the Department of Public Works is incorrect. Ms. Fish indicated that since the statement was actually made, the correction would be noted in September's meeting minutes. Upon Motion by Member Cohen and second by Member Marks, the August 28, 2007 Meeting Minutes were approved with an amendment to delete the title after Ms. Eng's name in Item 9 (AYES: Chair Milne, Vice-Chair Quirke, Members Cohen, Habert, Marks, Nervo, Sherk and Sustarich; Absent: Members Blair, Boss, Griswold, Miller, Rodgers and Short).

- 3. Urban Forestry Council's Process.** Discussion on how the Council wants to engage in meetings, entertain proposals, make decisions and take actions (Discussion).

SPONSOR: Vice-Chair Kelly Quirke

Vice-Chair Quirke reported that both Items 3 and 4 were discussed at the productive August Planning and Policy Committee meeting that had been originally discussed at the July Council meeting about the relevance and role the Council has to the urban forest in San Francisco and as an advisory council to the Board of Supervisors and Mayor. Vice-Chair Quirke explained that the Council's conversations often times are rather contentious and may vary into different directions which results in the actual agenda item not being addressed effectively in order to enact a proposal. It was suggested that the Council consider one process or a variety of other processes other than Roberts Rules of Order in order to more effectively focus on dealing with and enacting proposals. Vice-Chair Quirke explained that the consensus process is for everybody to have a voice and work towards a single proposal. If that proposal has too much opposition, it is dropped, and then another

proposal is made in order to go forward. Vice-Chair Quirke suggested that since the Council did not have a particular proposal to consider today, that this item should be continued to a future meeting.

Member Cohen requested an example of a time when the Council was not productive and if had worked towards a consensus would have been more effective. Vice-Chair Quirke stated that discussion of the Landmark Tree Ordinance and working towards putting together an agreement that could be brought to the Board of Supervisors on time was an example. It was explained that the Council's comments were not focused towards how the Ordinance could be improved and were not forwarded to the Board of Supervisors efficiently. The Board of Supervisors moved ahead without the Council's input because the Council did not send any comments forward on time even after many meetings on the topic. Member Cohen agreed that the Council had not been effective, but did not agree that there was a lack of focus. Vice-Chair Quirke stated that had the Council been able to reach an agreement, they would have been more effective in getting a proposal enacted. Vice-Chair Quirke stated that he would be interested in using consensus techniques for future proposals.

Chair Milne reported that this item would be continued to the October 23, 2007 meeting for further discussion and for background material to be provided.

4. Urban Forestry Council's Work Plan for 2008. Review definition of the urban forest and prepare a Work Plan for 2008 (Explanatory Document: Urban Forest Plan (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/UrbanForestPlan.pdf> (Discussion).

SPONSOR: Vice-Chair Kelly Quirke

Vice-Chair Quirke asked that Council Members review the Urban Forestry Council Ordinance (Chapter 12 of the Environment Code) and the Urban Forest Plan so that an agreement can be made as to the definition of the urban forest in order to develop a Work Plan for 2008. It was stated that the Council is currently a reactive body to issues that have come up from the Board of Supervisors or elsewhere. Vice-Chair Quirke recommended that the Council at future meetings discuss what issues are coming up and how to address those issues in order to set goals, objectives, and strategies to meet goals. The importance of having a mechanism to check accomplishments and pending work to reach goals was noted. Chair Milne suggested that projected timelines for reaching goals be included as part of the Work Plan. Council Members provided their comments on Work Plan items for 2008. Suggestions included:

- Monthly meetings between the Council Chair, Ms. Hui, a Board of Supervisors Representative (preferably the Board President), and Mr. Dan Sider, Director, Mayor's Office of Greening, in order to discuss the Council's activities and provide monthly updates (KQ).
- Better Streets Plan, Wastewater Management Plan (BS) and Planning Department's Urban Forest Master Plan involvement (MM).
- Urban Forest Plan Priority Action Steps as agreed to by the Planning and Policy Committee (MM and TM).
- Review last year's work plan for carry-over items (MM).
- Create a flowchart and checklist of work plan items (JC).
- Involvement in other City projects that Council members and other City agencies are working on; e.g., Islais Creek and other watersheds in San Francisco. Discussion of trees, uncovering streams, to create more ecological ways to create drainage and aquifer replenishment, study different kinds of greening and places for greening (BS).
- Discussion of the effects of pine pitch canker on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees. SFPUC does not have resources to attend to establishment and planting of new trees as a result (MS).
- Involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers (MM and JC). Create requirements for no net loss of trees on private and public property, amend Planning Code Section 143 and strengthen other relevant codes, create educational programs and certification requirements,

and help public agencies enforce laws so that private property owners and contractors do not damage trees (MM).

- Participation in requesting funding from bonds directed towards urban forest work around the state; e.g., Proposition 84, land and water bond, in which millions of dollars are allocated for the urban forest around the state and the Recreation and Park bond allocated to the urban forest and trail restoration (KQ).
- Sidewalk pocket parks and green belts. Create a paradigm shift as to how San Francisco urban dwellers see our streets, sidewalks, trees, underground, and aboveground through written articles, etc. (JC).
- Discuss Council's interactions with other City Hall agencies. Public outreach through written articles to newspapers (TM).
- Work with bicyclists and pedestrians to create better streets. Study the relationship of trees, pedestrian, automotive, and bicycle paths of travel. Share ideas from other countries (BS).
- Crocker Amazon and other park projects to install artificial turf play fields that resulted and would result in a loss of trees. Council to discuss processes used in approving projects and make recommendations on further MOU's. Discuss whether public and private entities are working well together in the interests of the public. Ensure adequate public participation—what role should private entities play in the stewardship of public places (MM). Create Resolutions and make presentations to Commissions to pay attention to these issues (TM). Discussion of City subcontracting and the public process (JC).

The Work Plan for 2008 would be discussed at the Planning and Funding Committee at their October 18, 2007 and then brought back to the full Council for further discussion at their October 23, 2007 meeting.

Planning and Funding Committee

5. **Board of Supervisors Legislative Process Training/Workshop.** An informational report will be given on a citywide legislative process training/workshop tentatively scheduled for this year. (Explanatory Document Legislative Process Handbook (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/handbook/legislative_process.pdf). (Informational Report and Discussion)

Ms. Fish reported that Ms. Kay Gulbengay, Deputy Clerk for the Board of Supervisors Office indicated that she may be formulating a City-wide legislative process training/workshop for Commissioners, Council Members, etc. that may be available by the end of October. However, the workshop is tentative at this time, and more information would be forwarded to Council members once it becomes available. For additional information on the legislative process, Ms. Gulbengay is available to answer questions on Monday and Thursday afternoons at the Board of Supervisors Office or by email Kay.Gulbengay@sfgov.org. Vice-Chair Quirke asked if the legislative training session would be open to the public. Ms. Fish stated that she believes it would be open to the public in accordance with Sunshine Ordinance rules.

Transcript on the Legislative Process

Mr. Tom Owen, Deputy City Attorney, stated that he has been working with the City Attorney's Office for the past twenty-six years preparing legislation either directly with the Board of Supervisors or for City departments, the Mayor's Office, and the Controller's Office. Mr. Owen explained that San Francisco is the only city in California set up as a consolidated City and County and one of the few in the country. Also as a chartered city, under state constitution, San Francisco has the ability to adopt a charter for local governments which gives us a great deal of autonomy compared to general cities within the state which are governed by state statutes adopted in Sacramento.

The local legislative process is governed in San Francisco's Charter. Charter amendments are adopted pursuant to state law—they have to be submitted by the Board of Supervisors or by a group of citizens who circulate a petition and approved by the voters. Most City legislation is adopted by the Board of Supervisors. There are three kinds of enactments that the Board of Supervisors can pass—ordinances, resolutions, and

motions. Ordinances are organized in the various subject matter codes, the Police Code, Environment Code, Public Works Code, etc. The Urban Forestry Council and the Landmark Tree Ordinance are examples of ordinances that are laws generally directed toward the public at large. They impose duties and obligations on private citizens, and they may also set up internal city policies where there is a degree of formality required or some need to make a policy mandatory. Resolutions are statements by the Board of the Supervisors of the City's intent for local actions; e.g. (1) certain contracts are approved by resolution; (2) if the City wants to state its position on an issue; (3) whether it supports or opposes a particular action in Sacramento; (4) proclaim a particular commemorative day. Motions deal with matters that are exclusively under the Board's jurisdiction; e.g., (1) decisions on appeals; (2) if the Board is deciding to submit something to the voters that has gone through its process.

Ordinances and Resolutions go to the Mayor and the Mayor has ten days to decide to sign or reject by a veto. If the Mayor holds them past the ten-day period, they go into effect without signature. Ordinances can originate from an idea either on a problem or program that the City can benefit from. Supervisors would draft an ordinance directly themselves or request the City Attorney's Office to write an ordinance. Boards and Commissions can also prepare and submit ordinances directly to the Board of Supervisors, or they can ask a Supervisor to sponsor it. The legislation is then introduced at a meeting of the Board during the roll call. The sponsor can either talk about it or it can be submitted without comment. At that point, the legislation is delivered to the City Attorney's Office. The City Attorney's Office must approve all ordinances as to form, which is the legal condition for their adoption. If they don't, the Board can't go any further. Resolutions do not have to be approved as to form. The legislation will also be submitted to the Board's Budget Analyst who will look at whether it will have a fiscal impact on the City's economy. If it will potentially have an impact, it is sent to the Controller's Fiscal Analysis Unit under Proposition I adopted a couple of years ago. It will also be sent out to any department that is directly affected for their comments.

The Board's Rules provide that if an ordinance sets major City policy, it will be held for 30 days so that the public can review the ordinance, form opinions, and develop whatever information they think is needed. At the end of the 30 days, it will be placed on calendar for hearing by a Board Committee such as the Finance Committee, Land Use Committee, etc. The Charter requires that all Ordinances go through at least one Committee hearing. At that point, a Committee of three supervisors will take public comment on the proposed legislation and will listen to department representatives. Amendments can start being made and at the end of the hearing, it may be continued many times, a series of hearings may be scheduled, or the Committee will vote to send it to the full Board with or without recommendation or even a recommendation not to pass. Usually, if they feel it should not pass, the item is tabled and it won't go any further. If an item does not make it out of Committee, any individual Supervisor can call it to the full Board after 30 days. Then the full Board sitting as a Committee of the Whole has to have a public hearing on the item and take public comment.

The Board of Supervisors has to have two hearings on any ordinance. The first time they hear the legislation and approve it, it is passed for first reading; then passed for second reading. Amendments can be made at the full Board meeting. If there are significant amendments, then it has to be held over for another meeting in order to give appropriate notice and to give the public an opportunity to review and comment. It then goes to the Mayor for signature or veto. If it is vetoed, it then goes back to the Board and they have the opportunity to override the Mayor's veto with eight or more votes. Finally for most ordinances, an ordinance has to sit for another 30 days before it becomes effective. During that period, citizens that oppose the measure have the opportunity to gather a sufficient amount of signatures to have a referendum take place. If they get enough signatures, they submit them to the Clerk of the Board and then to the Department of Elections. The legislation does not go into effect until it is placed on the ballot and the majority of voters have approved it. There are other kinds of ordinances that have to be approved by the voters; e.g., anything imposing a tax and anything amending a measure that has already been directly approved and adopted by the voters in an election.

Member Marks asked if there are laws requiring some matters to be put to a vote rather than implemented legislatively. Mr. Owen explained that all charter amendments have to be adopted by the voters. Bond

measures have to be placed on the ballot and anything already approved by the voters (example, subsequent amendments to the Sunshine Ordinance or repeals). Mr. Owens stated that sometimes the Supervisors put something on the ballot because they can't get six votes to get it through the Board but they think it is important enough to put on the ballot, or if they think the issue is controversial enough that it should go to the voters. Member Sherk asked whether any body could submit an Ordinance. Mr. Owen stated that the Urban Forestry Council could prepare an Ordinance with the assistance of their Deputy City Attorney and then send it to the Clerk of the Board. It is deemed introduced by the President of the Board the following Tuesday or the Council could find a sponsoring Supervisor. The Supervisors do have the option to make amendments once it is received.

Member Cohen asked what would happen if the Board of Supervisors does not take action on a Resolution to adopt a tree for landmark status. Mr. Owen explained that if the item is not calendared at Committee, at some point the file is closed. If you have a Resolution that is lingering, you have to convince a sponsoring Supervisor to hear it at Committee or call it out of Committee and have it heard at the full Board. Chair Milne stated that the Council had received advice that if the Board of Supervisors created a Motion instead of a Resolution for an intent to nominate a landmark tree, it would be quicker for the Council to receive and act upon. Mr. Owen stated that a Resolution is required by a provision of the Landmark Tree Ordinance, but the provision could be amended by the Board of Supervisors.

Member Cohen confirmed that a Resolution of intent to nominate a landmark tree would be introduced by a Supervisor, sent to Committee, and then if approved by the full Board would be forwarded to the Urban Forestry Council to take action. If the Council approves landmark tree status, then the Resolution is sent back to the Board of Supervisors for final action. At that point, the Council may have to contact a Supervisor to calendar the item before Committee within a certain number of days so that it does not get tabled. Mr. Owen explained that the decision to proceed is with the Board of Supervisors, but interested parties can keep track of the progress, make inquiry of the Supervisors about the status, express concern, and urge action or inaction. Mr. Owen stated that a request to have an item calendared could also be done by written request. Mr. Owen offered Deputy City Attorney Alicia Cabrera and his assistance on any future questions that the Council may have. Mr. Owen was thanked for presenting on this topic.

6. Staff Report. Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

Ms. Eng discussed the need for better coordination and sharing of information between City staff who are serving as members of the Urban Forestry Council, regarding the City's budget process, which will be starting in January. In the past, Council members complained they could not influence the budget so it could be beneficial for Council members to be involved earlier in the process. Ms. Eng invited the Council to work with City staff and Ms. Hui to understand the budget process. The Council has expressed their frustration about the lack of funding for the Urban Forest program; however, the City is spending more than \$20 million annually on trees, and the Council can influence funding for programs that they are interested in. Ms. Hui's position can help the Council coordinate efforts to acquire additional funding for urban forest programs. Because the Council is analyzing its effectiveness and relevancy, Ms. Eng also suggested that the Council hold an annual retreat in a less formal setting.

7. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair, Carla Short
The next meeting will be on October 18, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss
The next meeting will be on October 9, 2007 at 4:00 p.m. at City Hall, Room 421.

Both Committee meetings in October were cancelled. There were no reports made at this time.

Item 9 was heard before Item 8.

8. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

Chair Milne announced that Supervisor Ammiano introduced an intent-to-nominate four trees, but does not have information on whether they had been assigned to Committee. Chair Milne asked if Department staff had received letters regarding the trees on Valencia, Folsom, or Cortland Avenue as he had received information that correspondence would be forthcoming. Ms. Fish stated that she had not received correspondence to date.

Chair Milne discussed the success providing public outreach by Member Cohen, whose article on urban forest issues was in the September 26 Chronicle, "The Dirt: It's tough to see urban forest with so few trees" <http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2007/09/26/HO81S9MSQ.DTL>. It was announced that Supervisor McGoldrick's office would be scheduling the Landmark Tree Ordinance amendments that would streamline the way nominations are sent to the Council and back to the Supervisors in a more expeditious manner. Additional announcements on this topic would be forthcoming.

Vice-Chair Quirke reported that a California Urban Forest Council annual gathering would be held the first weekend in November in San Francisco at the Cathedral Hill Hotel. A welcome mixer is scheduled for the evening of November 1 and conferences would be held on November 2 and 3.

9. New Business/Future Agenda Items (Information and Discussion).

Member Habert reported that he would be on medical leave for approximately two months and announced that Mr. Fred Blackwell, Director of the Redevelopment Agency would be appointing Mr. Tom Evans, who is a planner and landscape architect, as his substitute for that time.

Ms. Fish reported that the landmark tree nomination at 4124 23rd Street had been forwarded to the Board of Supervisors, was introduced and referred to Committee, but the Committee did not yet have this tree on their meeting agenda. Ms. Fish and Chair Milne confirmed that at this point, a request could be made to the Committee Chair to place the item on the Committee agenda for hearing.

Chair Milne stated that future agenda items would include (1) forwarding the Work Plan to the Planning Committee; and (2) the Urban Forestry Council's meeting process on the October full Council agenda (discussion on how the Council wants to engage in meetings, entertain proposals, make decisions and take actions).

Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. Adjournment. The Urban Forestry Council meeting adjourned at 11:35 a.m.

Copies of explanatory documents are available to the public at Department of Environment, **11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m.**, by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary
Approved:

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

**Friday, September 28, 2007
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

- 1. Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 10:15 a.m. Present: Chair Milne; Vice-Chair Quirke, Members Cohen, Habert, Marks, Miller (10:30 a.m.), Nervo, Sherk, and Sustarich; Excused: Members Blair, Boss, Griswold, Rodgers, and Short.

Chair Milne introduced Mr. Malcolm Hillan who would be a new member on the Urban Forestry Council effective in October and Ms. Mei Ling Hui, Environmental Assistant for the Department of the Environment in the Urban Forestry program. Mr. Hillan stated that he is an instructor at San Francisco City College in the Environmental Horticultural Program and would be sitting in the seat formerly occupied by Mr. Larry Costello that is designated for a representative of an educational or research institution. Ms. Hui introduced herself, stating that she would be working full-time effective Monday, October 8 and that she had previously worked with Friends of the Urban Forest.

- 2. Adoption of Minutes of the August 28, 2007 Urban Forestry Council Regular Meeting** (Explanatory Document: Approved Minutes of the August 28, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=66772). (Discussion and Action).

Public Comment: Ms. Eng, Department of the Environment suggested that an amendment be made to Item 9 to delete the title after her name as it is incorrectly stated as the Urban Forestry Council Program Manger. Ms. Eng's official title is Environmental Justice Program Manager. Ms. Eng also pointed out that the statement referencing that most of the applications received for the Environmental Assistant Position were from the Friends of the Urban Forest and the Department of Public Works is incorrect. Ms. Fish indicated that since the statement was actually made, the correction would be noted in September's meeting minutes. Upon Motion by Member Cohen and second by Member Marks, the August 28, 2007 Meeting Minutes were approved with an amendment to delete the title after Ms. Eng's name in Item 9 (AYES: Chair Milne, Vice-Chair Quirke, Members Cohen, Habert, Marks, Nervo, Sherk and Sustarich; Absent: Members Blair, Boss, Griswold, Miller, Rodgers and Short).

- 3. Urban Forestry Council's Process.** Discussion on how the Council wants to engage in meetings, entertain proposals, make decisions and take actions (Discussion).

SPONSOR: Vice-Chair Kelly Quirke

Vice-Chair Quirke reported that both Items 3 and 4 were discussed at the productive August Planning and Policy Committee meeting that had been originally discussed at the July Council meeting about the relevance and role the Council has to the urban forest in San Francisco and as an advisory council to the Board of Supervisors and Mayor. Vice-Chair Quirke explained that the Council's conversations often times are rather contentious and may vary into different directions which results in the actual agenda item not being addressed effectively in order to enact a proposal. It was suggested that the Council consider one process or a variety of other processes other than Roberts Rules of Order in order to more effectively focus on dealing with and enacting proposals. Vice-Chair Quirke explained that the consensus process is for everybody to have a voice and work towards a single proposal. If that proposal has too much opposition, it is dropped, and then another

proposal is made in order to go forward. Vice-Chair Quirke suggested that since the Council did not have a particular proposal to consider today, that this item should be continued to a future meeting.

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Chair Milne reported that this item would be continued to the October 23, 2007 meeting for further discussion and for background material to be provided.

4. Urban Forestry Council's Work Plan for 2008. Review definition of the urban forest and prepare a Work Plan for 2008 (Explanatory Document: Urban Forest Plan (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/UrbanForestPlan.pdf> (Discussion).

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Vice-Chair Quirke asked that Council Members review the Urban Forestry Council Ordinance (Chapter 12 of the Environment Code) and the Urban Forest Plan so that an agreement can be made as to the definition of the urban forest in order to develop a Work Plan for 2008. It was stated that the Council is currently a reactive body to issues that have come up from the Board of Supervisors or elsewhere. Vice-Chair Quirke recommended that the Council at future meetings discuss what issues are coming up and how to address those issues in order to set goals, objectives, and strategies to meet goals. The importance of having a mechanism to check accomplishments and pending work to reach goals was noted. Chair Milne suggested that projected timelines for reaching goals be included as part of the Work Plan. Council Members provided their comments on Work Plan items for 2008. Suggestions included:

- Monthly meetings between the Council Chair, Ms. Hui, a Board of Supervisors Representative (preferably the Board President), and Mr. Dan Sider, Director, Mayor's Office of Greening, in order to discuss the Council's activities and provide monthly updates (KQ).
- Better Streets Plan, Wastewater Management Plan (BS) and Planning Department's Urban Forest Master Plan involvement (MM).
- Urban Forest Plan Priority Action Steps as agreed to by the Planning and Policy Committee (MM and TM).
- Review last year's work plan for carry-over items (MM).
- Create a flowchart and checklist of work plan items (JC).
- Involvement in other City projects that Council members and other City agencies are working on; e.g., Islais Creek and other watersheds in San Francisco. Discussion of trees, uncovering streams, to create more ecological ways to create drainage and aquifer replenishment, study different kinds of greening and places for greening (BS).
- Discussion of the effects of pine pitch canker on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees. SFPUC does not have resources to attend to establishment and planting of new trees as a result (MS).
- Involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers (MM and JC). Create requirements for no net loss of trees on private and public property, amend Planning Code Section 143 and strengthen other relevant codes, create educational programs and certification requirements,

and help public agencies enforce laws so that private property owners and contractors do not damage trees (MM).

- Participation in requesting funding from bonds directed towards urban forest work around the state; e.g., Proposition 84, land and water bond, in which millions of dollars are allocated for the urban forest around the state and the Recreation and Park bond allocated to the urban forest and trail restoration (KQ).
- Sidewalk pocket parks and green belts. Create a paradigm shift as to how San Francisco urban dwellers see our streets, sidewalks, trees, underground, and aboveground through written articles, etc. (JC).
- Discuss Council's interactions with other City Hall agencies. Public outreach through written articles to newspapers (TM).
- Work with bicyclists and pedestrians to create better streets. Study the relationship of trees, pedestrian, automotive, and bicycle paths of travel. Share ideas from other countries (BS).
- Crocker Amazon and other park projects to install artificial turf play fields that resulted and would result in a loss of trees. Council to discuss processes used in approving projects and make recommendations on further MOU's. Discuss whether public and private entities are working well together in the interests of the public. Ensure adequate public participation—what role should private entities play in the stewardship of public places (MM). Create Resolutions and make presentations to Commissions to pay attention to these issues (TM). Discussion of City subcontracting and the public process (JC).

The Work Plan for 2008 would be discussed at the Planning and Funding Committee at their October 18, 2007 and then brought back to the full Council for further discussion at their October 23, 2007 meeting.

Planning and Funding Committee

5. **Board of Supervisors Legislative Process Training/Workshop.** An informational report will be given on a citywide legislative process training/workshop tentatively scheduled for this year. (Explanatory Document Legislative Process Handbook (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/handbook/legislative_process.pdf). (Informational Report and Discussion)

Ms. Fish reported that Ms. Kay Gulbengay, Deputy Clerk for the Board of Supervisors Office indicated that she may be formulating a City-wide legislative process training/workshop for Commissioners, Council Members, etc. that may be available by the end of October. However, the workshop is tentative at this time, and more information would be forwarded to Council members once it becomes available. For additional information on the legislative process, Ms. Gulbengay is available to answer questions on Monday and Thursday afternoons at the Board of Supervisors Office or by email Kay.Gulbengay@sfgov.org. Vice-Chair Quirke asked if the legislative training session would be open to the public. Ms. Fish stated that she believes it would be open to the public in accordance with Sunshine Ordinance rules.

Transcript on the Legislative Process

Mr. Tom Owen, Deputy City Attorney, stated that he has been working with the City Attorney's Office for the past twenty-six years preparing legislation either directly with the Board of Supervisors or for City departments, the Mayor's Office, and the Controller's Office. Mr. Owen explained that San Francisco is the only city in California set up as a consolidated City and County and one of the few in the country. Also as a chartered city, under state constitution, San Francisco has the ability to adopt a charter for local governments which gives us a great deal of autonomy compared to general cities within the state which are governed by state statutes adopted in Sacramento.

The local legislative process is governed in San Francisco's Charter. Charter amendments are adopted pursuant to state law—they have to be submitted by the Board of Supervisors or by a group of citizens who circulate a petition and approved by the voters. Most City legislation is adopted by the Board of Supervisors. There are three kinds of enactments that the Board of Supervisors can pass—ordinances, resolutions, and

motions. Ordinances are organized in the various subject matter codes, the Police Code, Environment Code, Public Works Code, etc. The Urban Forestry Council and the Landmark Tree Ordinance are examples of ordinances that are laws generally directed toward the public at large. They impose duties and obligations on private citizens, and they may also set up internal city policies where there is a degree of formality required or some need to make a policy mandatory. Resolutions are statements by the Board of the Supervisors of the City's intent for local actions; e.g. (1) certain contracts are approved by resolution; (2) if the City wants to state its position on an issue; (3) whether it supports or opposes a particular action in Sacramento; (4) proclaim a particular commemorative day. Motions deal with matters that are exclusively under the Board's jurisdiction; e.g., (1) decisions on appeals; (2) if the Board is deciding to submit something to the voters that has gone through its process.

Ordinances and Resolutions go to the Mayor and the Mayor has ten days to decide to sign or reject by a veto. If the Mayor holds them past the ten-day period, they go into effect without signature. Ordinances can originate from an idea either on a problem or program that the City can benefit from. Supervisors would draft an ordinance directly themselves or request the City Attorney's Office to write an ordinance. Boards and Commissions can also prepare and submit ordinances directly to the Board of Supervisors, or they can ask a Supervisor to sponsor it. The legislation is then introduced at a meeting of the Board during the roll call. The sponsor can either talk about it or it can be submitted without comment. At that point, the legislation is delivered to the City Attorney's Office. The City Attorney's Office must approve all ordinances as to form, which is the legal condition for their adoption. If they don't, the Board can't go any further. Resolutions do not have to be approved as to form. The legislation will also be submitted to the Board's Budget Analyst who will look at whether it will have a fiscal impact on the City's economy. If it will potentially have an impact, it is sent to the Controller's Fiscal Analysis Unit under Proposition I adopted a couple of years ago. It will also be sent out to any department that is directly affected for their comments.

The Board's Rules provide that if an ordinance sets major City policy, it will be held for 30 days so that the public can review the ordinance, form opinions, and develop whatever information they think is needed. At the end of the 30 days, it will be placed on calendar for hearing by a Board Committee such as the Finance Committee, Land Use Committee, etc. The Charter requires that all Ordinances go through at least one Committee hearing. At that point, a Committee of three supervisors will take public comment on the proposed legislation and will listen to department representatives. Amendments can start being made and at the end of the hearing, it may be continued many times, a series of hearings may be scheduled, or the Committee will vote to send it to the full Board with or without recommendation or even a recommendation not to pass. Usually, if they feel it should not pass, the item is tabled and it won't go any further. If an item does not make it out of Committee, any individual Supervisor can call it to the full Board after 30 days. Then the full Board sitting as a Committee of the Whole has to have a public hearing on the item and take public comment.

The Board of Supervisors has to have two hearings on any ordinance. The first time they hear the legislation and approve it, it is passed for first reading; then passed for second reading. Amendments can be made at the full Board meeting. If there are significant amendments, then it has to be held over for another meeting in order to give appropriate notice and to give the public an opportunity to review and comment. It then goes to the Mayor for signature or veto. If it is vetoed, it then goes back to the Board and they have the opportunity to override the Mayor's veto with eight or more votes. Finally for most ordinances, an ordinance has to sit for another 30 days before it becomes effective. During that period, citizens that oppose the measure have the opportunity to gather a sufficient amount of signatures to have a referendum take place. If they get enough signatures, they submit them to the Clerk of the Board and then to the Department of Elections. The legislation does not go into effect until it is placed on the ballot and the majority of voters have approved it. There are other kinds of ordinances that have to be approved by the voters; e.g., anything imposing a tax and anything amending a measure that has already been directly approved and adopted by the voters in an election.

Member Marks asked if there are laws requiring some matters to be put to a vote rather than implemented legislatively. Mr. Owen explained that all charter amendments have to be adopted by the voters. Bond

measures have to be placed on the ballot and anything already approved by the voters (example, subsequent amendments to the Sunshine Ordinance or repeals). Mr. Owens stated that sometimes the Supervisors put something on the ballot because they can't get six votes to get it through the Board but they think it is important enough to put on the ballot, or if they think the issue is controversial enough that it should go to the voters. Member Sherk asked whether any body could submit an Ordinance. Mr. Owen stated that the Urban Forestry Council could prepare an Ordinance with the assistance of their Deputy City Attorney and then send it to the Clerk of the Board. It is deemed introduced by the President of the Board the following Tuesday or the Council could find a sponsoring Supervisor. The Supervisors do have the option to make amendments once it is received.

Member Cohen asked what would happen if the Board of Supervisors does not take action on a Resolution to adopt a tree for landmark status. Mr. Owen explained that if the item is not calendared at Committee, at some point the file is closed. If you have a Resolution that is lingering, you have to convince a sponsoring Supervisor to hear it at Committee or call it out of Committee and have it heard at the full Board. Chair Milne stated that the Council had received advice that if the Board of Supervisors created a Motion instead of a Resolution for an intent to nominate a landmark tree, it would be quicker for the Council to receive and act upon. Mr. Owen stated that a Resolution is required by a provision of the Landmark Tree Ordinance, but the provision could be amended by the Board of Supervisors.

Member Cohen confirmed that a Resolution of intent to nominate a landmark tree would be introduced by a Supervisor, sent to Committee, and then if approved by the full Board would be forwarded to the Urban Forestry Council to take action. If the Council approves landmark tree status, then the Resolution is sent back to the Board of Supervisors for final action. At that point, the Council may have to contact a Supervisor to calendar the item before Committee within a certain number of days so that it does not get tabled. Mr. Owen explained that the decision to proceed is with the Board of Supervisors, but interested parties can keep track of the progress, make inquiry of the Supervisors about the status, express concern, and urge action or inaction. Mr. Owen stated that a request to have an item calendared could also be done by written request. Mr. Owen offered Deputy City Attorney Alicia Cabrera and his assistance on any future questions that the Council may have. Mr. Owen was thanked for presenting on this topic.

6. Staff Report. Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

Ms. Eng discussed the need for better coordination and sharing of information between City staff who are serving as members of the Urban Forestry Council, regarding the City's budget process, which will be starting in January. In the past, Council members complained they could not influence the budget so it could be beneficial for Council members to be involved earlier in the process. Ms. Eng invited the Council to work with City staff and Ms. Hui to understand the budget process. The Council has expressed their frustration about the lack of funding for the Urban Forest program; however, the City is spending more than \$20 million annually on trees, and the Council can influence funding for programs that they are interested in. Ms. Hui's position can help the Council coordinate efforts to acquire additional funding for urban forest programs. Because the Council is analyzing its effectiveness and relevancy, Ms. Eng also suggested that the Council hold an annual retreat in a less formal setting.

7. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair, Carla Short
The next meeting will be on October 18, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss
The next meeting will be on October 9, 2007 at 4:00 p.m. at City Hall, Room 421.

Both Committee meetings in October were cancelled. There were no reports made at this time.

Item 9 was heard before Item 8.

8. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

Chair Milne announced that Supervisor Ammiano introduced an intent-to-nominate four trees, but does not have information on whether they had been assigned to Committee. Chair Milne asked if Department staff had received letters regarding the trees on Valencia, Folsom, or Cortland Avenue as he had received information that correspondence would be forthcoming. Ms. Fish stated that she had not received correspondence to date.

Chair Milne discussed the success providing public outreach by Member Cohen, whose article on urban forest issues was in the September 26 Chronicle, "The Dirt: It's tough to see urban forest with so few trees" <http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2007/09/26/HO81S9MSQ.DTL>. It was announced that Supervisor McGoldrick's office would be scheduling the Landmark Tree Ordinance amendments that would streamline the way nominations are sent to the Council and back to the Supervisors in a more expeditious manner. Additional announcements on this topic would be forthcoming.

Vice-Chair Quirke reported that a California Urban Forest Council annual gathering would be held the first weekend in November in San Francisco at the Cathedral Hill Hotel. A welcome mixer is scheduled for the evening of November 1 and conferences would be held on November 2 and 3.

9. New Business/Future Agenda Items (Information and Discussion).

Member Habert reported that he would be on medical leave for approximately two months and announced that Mr. Fred Blackwell, Director of the Redevelopment Agency would be appointing Mr. Tom Evans, who is a planner and landscape architect, as his substitute for that time.

Ms. Fish reported that the landmark tree nomination at 4124 23rd Street had been forwarded to the Board of Supervisors, was introduced and referred to Committee, but the Committee did not yet have this tree on their meeting agenda. Ms. Fish and Chair Milne confirmed that at this point, a request could be made to the Committee Chair to place the item on the Committee agenda for hearing.

Chair Milne stated that future agenda items would include (1) forwarding the Work Plan to the Planning Committee; and (2) the Urban Forestry Council's meeting process on the October full Council agenda (discussion on how the Council wants to engage in meetings, entertain proposals, make decisions and take actions).

Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. Adjournment. The Urban Forestry Council meeting adjourned at 11:35 a.m.

Copies of explanatory documents are available to the public at Department of Environment, **11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m.**, by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary
Approved:

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES**

Friday, September 28, 2007

City Hall, Room 400

**One Dr. Carlton B. Goodlett Place
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DOCUMENTS DEPT.

OCT 24 2007

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The local legislative process is governed in San Francisco's Charter. Charter amendments are adopted pursuant to state law--they have to be submitted by the Board of Supervisors or by a group of citizens who circulate a petition and approved by the voters. Most City legislation is adopted by the Board of Supervisors. There are three kinds of enactments that the Board of Supervisors can pass—ordinances, resolutions, and

motions. Ordinances are organized in the various subject matter codes, the Police Code, Environment Code, Public Works Code, etc. The Urban Forestry Council and the Landmark Tree Ordinance are examples of ordinances that are laws generally directed toward the public at large. They impose duties and obligations on private citizens, and they may also set up internal city policies where there is a degree of formality required or some need to make a policy mandatory. Resolutions are statements by the Board of the Supervisors of the City's intent for local actions; e.g. (1) certain contracts are approved by resolution; (2) if the City wants to state its position on an issue; (3) whether it supports or opposes a particular action in Sacramento; (4) proclaim a particular commemorative day. Motions deal with matters that are exclusively under the Board's jurisdiction; e.g., (1) decisions on appeals; (2) if the Board is deciding to submit something to the voters that has gone through its process.

Ordinances and Resolutions go to the Mayor and the Mayor has ten days to decide to sign or reject by a veto. If the Mayor holds them past the ten-day period, they go into effect without signature. Ordinances can originate from an idea either on a problem or program that the City can benefit from. Supervisors would draft an ordinance directly themselves or request the City Attorney's Office to write an ordinance. Boards and Commissions can also prepare and submit ordinances directly to the Board of Supervisors, or they can ask a Supervisor to sponsor it. The legislation is then introduced at a meeting of the Board during the roll call. The sponsor can either talk about it or it can be submitted without comment. At that point, the legislation is delivered to the City Attorney's Office. The City Attorney's Office must approve all ordinances as to form, which is the legal condition for their adoption. If they don't, the Board can't go any further. Resolutions do not have to be approved as to form. The legislation will also be submitted to the Board's Budget Analyst who will look at whether it will have a fiscal impact on the City's economy. If it will potentially have an impact, it is sent to the Controller's Fiscal Analysis Unit under Proposition I adopted a couple of years ago. It will also be sent out to any department that is directly affected for their comments.

The Board's Rules provide that if an ordinance sets major City policy, it will be held for 30 days so that the public can review the ordinance, form opinions, and develop whatever information they think is needed. At the end of the 30 days, it will be placed on calendar for hearing by a Board Committee such as the Finance Committee, Land Use Committee, etc. The Charter requires that all Ordinances go through at least one Committee hearing. At that point, a Committee of three supervisors will take public comment on the proposed legislation and will listen to department representatives. Amendments can start being made and at the end of the hearing, it may be continued many times, a series of hearings may be scheduled, or the Committee will vote to send it to the full Board with or without recommendation or even a recommendation not to pass. Usually, if they feel it should not pass, the item is tabled and it won't go any further. If an item does not make it out of Committee, any individual Supervisor can call it to the full Board after 30 days. Then the full Board sitting as a Committee of the Whole has to have a public hearing on the item and take public comment.

The Board of Supervisors has to have two hearings on any ordinance. The first time they hear the legislation and approve it, it is passed for first reading; then passed for second reading. Amendments can be made at the full Board meeting. If there are significant amendments, then it has to be held over for another meeting in order to give appropriate notice and to give the public an opportunity to review and comment. It then goes to the Mayor for signature or veto. If it is vetoed, it then goes back to the Board and they have the opportunity to override the Mayor's veto with eight or more votes. Finally for most ordinances, an ordinance has to sit for another 30 days before it becomes effective. During that period, citizens that oppose the measure have the opportunity to gather a sufficient amount of signatures to have a referendum take place. If they get enough signatures, they submit them to the Clerk of the Board and then to the Department of Elections. The legislation does not go into effect until it is placed on the ballot and the majority of voters have approved it. There are other kinds of ordinances that have to be approved by the voters; e.g., anything imposing a tax and anything amending a measure that has already been directly approved and adopted by the voters in an election.

Member Marks asked if there are laws requiring some matters to be put to a vote rather than implemented legislatively. Mr. Owen explained that all charter amendments have to be adopted by the voters. Bond

measures have to be placed on the ballot and anything already approved by the voters (example, subsequent amendments to the Sunshine Ordinance or repeals). Mr. Owens stated that sometimes the Supervisors put something on the ballot because they can't get six votes to get it through the Board but they think it is important enough to put on the ballot, or if they think the issue is controversial enough that it should go to the voters. Member Sherk asked whether any body could submit an Ordinance. Mr. Owen stated that the Urban Forestry Council could prepare an Ordinance with the assistance of their Deputy City Attorney and then send it to the Clerk of the Board. It is deemed introduced by the President of the Board the following Tuesday or the Council could find a sponsoring Supervisor. The Supervisors do have the option to make amendments once it is received.

Member Cohen asked what would happen if the Board of Supervisors does not take action on a Resolution to adopt a tree for landmark status. Mr. Owen explained that if the item is not calendared at Committee, at some point the file is closed. If you have a Resolution that is lingering, you have to convince a sponsoring Supervisor to hear it at Committee or call it out of Committee and have it heard at the full Board. Chair Milne stated that the Council had received advice that if the Board of Supervisors created a Motion instead of a Resolution for an intent to nominate a landmark tree, it would be quicker for the Council to receive and act upon. Mr. Owen stated that a Resolution is required by a provision of the Landmark Tree Ordinance, but the provision could be amended by the Board of Supervisors.

Member Cohen confirmed that a Resolution of intent to nominate a landmark tree would be introduced by a Supervisor, sent to Committee, and then if approved by the full Board would be forwarded to the Urban Forestry Council to take action. If the Council approves landmark tree status, then the Resolution is sent back to the Board of Supervisors for final action. At that point, the Council may have to contact a Supervisor to calendar the item before Committee within a certain number of days so that it does not get tabled. Mr. Owen explained that the decision to proceed is with the Board of Supervisors, but interested parties can keep track of the progress, make inquiry of the Supervisors about the status, express concern, and urge action or inaction. Mr. Owen stated that a request to have an item calendared could also be done by written request. Mr. Owen offered Deputy City Attorney Alicia Cabrera and his assistance on any future questions that the Council may have. Mr. Owen was thanked for presenting on this topic.

6. Staff Report. Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

Ms. Eng discussed the need for better coordination and sharing of information between City staff who are serving as members of the Urban Forestry Council, regarding the City's budget process, which will be starting in January. In the past, Council members complained they could not influence the budget so it could be beneficial for Council members to be involved earlier in the process. Ms. Eng invited the Council to work with City staff and Ms. Hui to understand the budget process. The Council has expressed their frustration about the lack of funding for the Urban Forest program; however, the City is spending more than \$20 million annually on trees, and the Council can influence funding for programs that they are interested in. Ms. Hui's position can help the Council coordinate efforts to acquire additional funding for urban forest programs. Because the Council is analyzing its effectiveness and relevancy, Ms. Eng also suggested that the Council hold an annual retreat in a less formal setting.

7. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair, Carla Short
The next meeting will be on October 18, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss
The next meeting will be on October 9, 2007 at 4:00 p.m. at City Hall, Room 421.

Both Committee meetings in October were cancelled. There were no reports made at this time.

Item 9 was heard before Item 8.

8. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

Chair Milne announced that Supervisor Ammiano introduced an intent-to-nominate four trees, but does not have information on whether they had been assigned to Committee. Chair Milne asked if Department staff had received letters regarding the trees on Valencia, Folsom, or Cortland Avenue as he had received information that correspondence would be forthcoming. Ms. Fish stated that she had not received correspondence to date.

Chair Milne discussed the success providing public outreach by Member Cohen, whose article on urban forest issues was in the September 26 Chronicle, "The Dirt: It's tough to see urban forest with so few trees" <http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2007/09/26/HO81S9MSQ.DTL>. It was announced that Supervisor McGoldrick's office would be scheduling the Landmark Tree Ordinance amendments that would streamline the way nominations are sent to the Council and back to the Supervisors in a more expeditious manner. Additional announcements on this topic would be forthcoming.

Vice-Chair Quirke reported that a California Urban Forest Council annual gathering would be held the first weekend in November in San Francisco at the Cathedral Hill Hotel. A welcome mixer is scheduled for the evening of November 1 and conferences would be held on November 2 and 3.

9. New Business/Future Agenda Items (Information and Discussion).

Member Habert reported that he would be on medical leave for approximately two months and announced that Mr. Fred Blackwell, Director of the Redevelopment Agency would be appointing Mr. Tom Evans, who is a planner and landscape architect, as his substitute for that time.

Ms. Fish reported that the landmark tree nomination at 4124 23rd Street had been forwarded to the Board of Supervisors, was introduced and referred to Committee, but the Committee did not yet have this tree on their meeting agenda. Ms. Fish and Chair Milne confirmed that at this point, a request could be made to the Committee Chair to place the item on the Committee agenda for hearing.

Chair Milne stated that future agenda items would include (1) forwarding the Work Plan to the Planning Committee; and (2) the Urban Forestry Council's meeting process on the October full Council agenda (discussion on how the Council wants to engage in meetings, entertain proposals, make decisions and take actions).

Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. Adjournment. The Urban Forestry Council meeting adjourned at 11:35 a.m.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary
Approved: October 23, 2007

Department of the Environment

October 23, 2007 Regular

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENT OF THE ENVIRONMENT

URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda

Tuesday, October 23, 2007 at 5:30 p.m.

City Hall, Room 416

One Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

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Terry Milne

Chair

Carolyn Blair

Mike Boss

Jocelyn Cohen

Steve Griswold

Malcolm Hillan

Milton Marks

Lena Miller

Kelly Quirke

Bonnie Ora Sherk

David Habert/Tom Evans

SF Redevelopment Agency

AnMarie Rodgers

SF Planning Department

Susan Nervo

SF Recreation & Park Department

Carla Short

SF Department of Public Works

Mark Sustarich

SF Public Utilities Commission

Mei Ling Hui

Urban Forestry Environmental Assistant

Monica Fish

Urban Forestry Council Secretary

Public comment will be taken before the Council takes action on any item.

Order of Business

1. Call to Order and Roll Call

2. Adoption of Minutes of the September 28, 2007 Urban Forestry Council Regular Meeting (Explanatory Document: Draft Minutes of the September 28, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=69171). (Discussion and Action)

3. Urban Forestry Council's Process. Discussion on how the Council wants to engage in meetings, entertain proposals, make decisions and take actions (Discussion) (Continued from the September 28, 2007 Meeting) (Explanatory Documents: Consensus Decision Making (HTML) http://en.wikipedia.org/wiki/Consensus_decision-making; Public Policy Consensus & Mediation—State of Maine Best Practices (HTML) http://www.maine.gov/consensus/ppcm_consensus_home.htm and On Conflict and Consensus (HTML) <http://www.consensus.net/ocac2.html>)

SPONSOR: Vice-Chair Kelly Quirke

4. Staff Report. Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

5. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair, Carla Short
The next meeting will be on October 18, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss
The next meeting will be on October 9, 2007 at 4:00 p.m. at City Hall, Room 421.

6. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

7. New Business/Future Agenda Items (Information and Discussion).

- 8. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

9. Adjournment

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, **11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above**, or upon request to the Council Secretary at the above address or telephone number 415-355-3709 or via e-mail at **Monica.Fish@Sfgov.org** within three business days of a meeting.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Posted: October 18, 2007

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

DOCUMENTS DEPT.

Tuesday, October 23, 2007, 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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1. **Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 5:37 p.m. Present: Chair Milne; Vice-Chair Quirke (5:42 p.m.), Members Blair, Cohen, Griswold, Hillan (6:30), Miller, Nervo, Sherk (10:45), and Sustarich; Excused: Members Boss and Habert; Absent: Member Marks.

2. **Adoption of Minutes of the September 28, 2007 Urban Forestry Council Regular Meeting** (Discussion and Action). Upon Motion by Member Cohen and second by Member Nervo, the September 28, 2007 meeting minutes were approved without objection (Absent: Members Boss, Habert, Hillan, Marks, Quirke and Sherk) (Explanatory Document: Approved Minutes of the September 28, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=69171).

3. **Urban Forestry Council's Process.** Discussion on how the Council wants to engage in meetings, entertain proposals, make decisions and take actions (Discussion) (Continued from the September 28, 2007 Meeting) (Explanatory Documents: Consensus Decision Making (HTML) http://en.wikipedia.org/wiki/Consensus_decision-making; Public Policy Consensus & Mediation—State of Maine Best Practices (HTML) http://www.maine.gov/consensus/ppcm_consensus_home.htm and On Conflict and Consensus (HTML) <http://www.consensus.net/ocac2.html>)

SPONSOR: Vice-Chair Kelly Quirke

Vice-Chair Quirke proposed that Council members consider that meetings be conducted with a consensus decision-making process instead of Roberts Rules of Order in order to develop proposals, take action, and for better ways to relate to each other. (Explanatory documents above can be referenced for a description of consensus decision-making.) It was explained that consensus is proposal oriented, gives everyone an opportunity to speak, and decisions are made when a proposal is enacted. The idea is that discussion relates only to proposals directly related to the agenda item. The facilitator is empowered by the group to cut off any discussion that does not directly relate to the proposal. You can propose an amendment, but you are discussing the proposal.

Member Short asked whether the Council's Bylaws require that Roberts Rules of Order be used. Deputy City Attorney Cabrera advised that the Council's Bylaws calls for Roberts Rules of Order to govern the meeting process, and an amendment would be required to make a change. Chair Milne stated that the Chair could make sure that everyone on the Council has an opportunity to provide input into a proposal and keep the discussion on track towards a proposal that most are in favor of. If somebody has a point about a proposal, then it should get acknowledged. It was suggested that members be clear when presenting their proposals and amendments and to either articulate or write something down.

Member Cohen asked for an explanation on how the Council's reactions to issues would differ if there were a consensus or a majority-voting process. Vice-Chair Quirke explained that when Work Plan items for 2008 are developed, the consensus process would keep members focused on proposals, decision-making, enactment, and follow-up actions. The focus would be changed from being reactive to proactive.

Member Sustarich stated that he would have to research more about the process. Member Sherk stated that she would like the Council to become more proactive, more visible, and be involved in making changes in the City, but is not sure that it has to be Robert's Rules or a Consensus process. Member Sherk felt that the meeting room setup for full Council meetings was restrictive in comparison to the Committee rooms, where there is open communication. Member Blair stated that Roberts Rules allows for differences in opinion and still allows for issues to move forward. Vice-Chair Quirke explained that with the consensus process, if the majority of members do not agree with the proposal or if it is a tie, you start with a new proposal or ask for amendments.

Member Rodgers stated that the Council has proactively accomplished many things. Member Miller recommended taking ideas that had previously been presented to the Council and really work toward making changes in San Francisco; e.g., the sidewalk pocket park gardens. Member Rodgers explained that the Council's role is to advise the Board of Supervisors and the Mayor who have funding for capital projects.

Vice-Chair Quirke recommended that Council members be more proposal-oriented and that the Chair be the strong-armed facilitator to keep members on track toward the proposal and to encourage everyone's participation. The Council Secretary reported that Roberts Rules would allow Council members to focus on a particular proposal by making a motion towards a proposal. Members should then be discussing that particular motion and take a vote. A member can also propose an amendment to the motion or a new motion that can be voted on. Vice-Chair Quirke stated that a motion doesn't always have a discussion focused around adopting it or not, and ends up becoming a general discussion. Member Griswold stated that he would need a presentation and training on Roberts Rules and the Consensus process in order to better understand the differences and make a decision. Member Sherk suggested that Council members spend more time on urban forestry issues rather than a meeting process.

Public Comment: Mr. Louis Dillon stated that what separates great cities from poor cities is the availability of green areas and trees. It is psychologically damaging to live in cities if there are areas without respite. Mr. Dillon stated that the Council should have more influence in the City and spoke in support of its activities.

4. **Staff Report.** Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

Ms. Mei Ling Hui, Urban Forestry Council Environmental Assistant reported that she is working on urban forestry project ideas. Ms. Hui stated that a meeting was held about the urban forest tree mapping database at www.sftreemap.org that the Department of Public Works Bureau of Urban Forestry and Friends of the Urban Forest (FUF) are working on with Autodesk, a design software company. It was stated that there is interest in the Department of the Environment and the Urban Forestry Council taking a more active role in the project. Ms. Hui reported that a discussion has been

held with Friends of the Urban Forest staff about having a tree care focus on Arbor Day, which could be a larger statement citywide that more effort needs to be put on tree-care. It was stated that the Alemany Farms manager has 40-50 trees that are in desperate need of care so it may be possible that they may be able to partner in the effort. Ms. Hui discussed a meeting with the Friends of the Urban Forest volunteer coordinator about the holiday program and initiating a landmark tree tour into their tree tour program.

Ms. Hui reported that an October 3 article in the Chronicle "The Dirt, Check guidelines before pruning street trees" <http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2007/10/03/HO66SGV73.DTL&hw=tree+pruning&sn=003&sc=517> references the Department of the Environment's "Tree Pruning Standards in San Francisco" brochure that the Department has run out of stock on. Ms. Hui stated there have been many requests for the brochure and is trying to locate funding for reprinting. It was stated that the urban forest brochure is being reprinted and should be available by the end of next week.

Ms. Hui discussed the Planning & Funding Committee meeting's discussion on the Environmental Assistant's job assignments. It was reported that part of the Urban Forestry program is being funded by the Environmental Justice Program (\$41,000). The Urban Forestry program is running at a \$55,000 deficit right now and is looking for funding. Council members were asked to provide their input on ways to meet the deficit. It was reported that the Department of the Environment office would be closed for construction from Wednesday, October 24 at 5 p.m. until Monday, October 29 a.m.

5. **Committee Reports: (Informational Reports and Discussion)**

- Planning & Funding Committee, Chair, Carla Short

The next meeting will be on November 15, 2007 at 4:00 p.m. at 11 Grove Street.

Planning and Funding Committee Chair Short reported that at the last Planning and Funding Committee meeting, the Department of the Environment gave a presentation on the budget discussing the source of funding and how it is allocated. Committee members were surprised to hear that the Environmental Assistant position is funded partially with Environmental Justice funds, so a portion of the assistant's work will be focused on environmental justice issues that may in some cases relate to the Council's work. The focus on the next meeting would be to develop a Work Plan for 2008 and tasks that relate to the Work Plan for the Environmental Assistant position.

Ms. Hui stated that an effort is being made so that her assignment of environmental justice work is related to urban forestry goals. Council members asked for a presentation by Ms. Anne Eng, Environmental Justice Program Manager, on how environmental justice work relates to urban forestry work. The Planning and Funding Committee can make recommendations on what type of work can be done as part of environmental justice work, and how goals can overlap.

- Landmark Tree Committee, Chair, Mike Boss

The next meeting will be on November 13, 2007 at 4:00 p.m. at City Hall, Room 421.

Chair Milne reported that there are three or four proposals for landmarking trees to be voted on next Tuesday by the Board of Supervisors and then would be forwarded to the Landmark Tree Committee for their November 13 meeting. Chair Milne reported that the

nomination for landmark status of the Mary Ellen Pleasant trees on Octavia Street would also be heard at the November Landmark Tree Committee meeting.

Member Cohen discussed a series of three articles in the Chronicle that discussed what does and doesn't work with the landmark tree process and asked if the Board of Supervisors had expressed an opinion on the articles.

6. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion). Chair Milne announced that the next Council meeting is on Friday, December 14 at 10:00 a.m. Chair Milne requested that the Urban Forestry Council meeting icon on the Department of the Environment's website be located on the first page and asked Ms. Hui to update the landmark tree list on the website. Chair Milne recommended that a presentation be given at the next meeting on the sidewalk pocket park gardens and then a subsequent meeting to analyze the success of the program. Chair Milne reported that he and Vice-Chair Quirke are working on setting up meetings with Board of Supervisors members and Mayor's representatives to hear about progress made by the Council and its activities. A report would be given at the next Council meeting.
7. **New Business/Future Agenda Items** (Information and Discussion).

Future agenda item requests included (1) a presentation on the sidewalk pocket gardens, how it is succeeding, where it is going, ways to influence more pocket gardens in the City (LM), and the permit process (CB). Member Cohen offered to present on this topic and Member Short was asked to discuss the permitting process; (2) presentation on City and citizen initiatives on the urban forest; e.g., Greening Guerrero, sidewalk basin expansion projects, Living Library, Green Schoolyards, Community Challenge grants and street parks (KQ and BS); (3) Better Streets Plan presentation, how that program works, where it is going, what the intention is (TM); (4) budget process and measure on the status of older trees, and number of trees we currently have and have planted (LM); (5) presentation on the City's contract last year to plant and maintain 1500 trees primarily in the Sunset District and budget item this year to plant and maintain 1450 trees around the City (KQ); (6) Urban Forestry Council discussion on making policy decisions that include the Recreation and Park Department (LM).

Member Rodgers stated that the process for nominating landmark trees is slower than it needs to be and recommended that one member of a Board or Commission be allowed to nominate a tree instead of a full Commission. Chair Milne reported that he has scheduled a meeting with Supervisor McGoldrick and would give a future report on their proposals. Deputy City Attorney Cabrera advised that the Council can suggest amendments to legislation through the Supervisor's Office as it goes through the process.

Member Sherk asked for clarification on the agenda item scheduling process. It was explained that a Council member could schedule an agenda item by contacting the Chair for approval and then submitting a scheduling request form to the Council Secretary. The Council Secretary reminded Council members to submit the agenda scheduling request form a week before the meeting. Additional future agenda items were discussed throughout the meeting.

8. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

Public Comment: Mr. Louis Dillon spoke in support of the Council's ideas for future agenda items and discussed the Southern California fires and deforestation. Mr. Dillon stated that people have overexploited the environment and Councils such as the Urban Forestry Council can start to refocus attention to long term sustainable living that in history never had financial backing. Mr. Dillon stated that historically, San Francisco inhabitants had much more respect than the current inhabitants for their environment. Native American Indians would selectively cut down trees and would not allow other tribes to cut down their trees without permission. Mr. Dillon noted that people are involved in environmental "ecocide," meaning an ecological suicide that has gone unchecked. It was stated that societies that have perished in the history of the world; e.g., Easter Island, has always been due to neglect of the environment.

9. **Adjournment.** The Urban Forestry Council meeting adjourned at 7:10 p.m.

Copies of explanatory documents are available to the public at Department of Environment, **11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m.**, by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Urban Forestry Council
San Francisco Department of the Environment
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Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES

Tuesday, October 23, 2007, 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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1. **Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 5:37 p.m. Present: Chair Milne; Vice-Chair Quirke (5:42 p.m.), Members Blair, Cohen, Griswold, Hillan (6:30), Miller, Nervo, Sherk (10:45), and Sustarich; Excused: Members Boss and Habert; Absent: Member Marks.
2. **Adoption of Minutes of the September 28, 2007 Urban Forestry Council Regular Meeting** (Discussion and Action). Upon Motion by Member Cohen and second by Member Nervo, the September 28, 2007 meeting minutes were approved without objection (Absent: Members Boss, Habert, Hillan, Marks, Quirke and Sherk) (Explanatory Document: Approved Minutes of the September 28, 2007 Regular Meeting http://sfgov.org/site/sfenvironment_page.asp?id=69171).
3. **Urban Forestry Council's Process.** Discussion on how the Council wants to engage in meetings, entertain proposals, make decisions and take actions (Discussion) (Continued from the September 28, 2007 Meeting) (Explanatory Documents: Consensus Decision Making (HTML) http://en.wikipedia.org/wiki/Consensus_decision-making; Public Policy Consensus & Mediation—State of Maine Best Practices (HTML) http://www.maine.gov/consensus/ppcm_consensus_home.htm and On Conflict and Consensus (HTML) <http://www.consensus.net/ocac2.html>)

SPONSOR: Vice-Chair Kelly Quirke

Vice-Chair Quirke proposed that Council members consider that meetings be conducted with a consensus decision-making process instead of Roberts Rules of Order in order to develop proposals, take action, and for better ways to relate to each other. (Explanatory documents above can be referenced for a description of consensus decision-making.) It was explained that consensus is proposal oriented, gives everyone an opportunity to speak, and decisions are made when a proposal is enacted. The idea is that discussion relates only to proposals directly related to the agenda item. The facilitator is empowered by the group to cut off any discussion that does not directly relate to the proposal. You can propose an amendment, but you are discussing the proposal.

Member Short asked whether the Council's Bylaws require that Roberts Rules of Order be used. Deputy City Attorney Cabrera advised that the Council's Bylaws calls for Roberts Rules of Order to govern the meeting process, and an amendment would be required to make a change. Chair Milne stated that the Chair could make sure that everyone on the Council has an opportunity to provide input into a proposal and keep the discussion on track towards a proposal that most are in favor of. If somebody has a point about a proposal, then it should get acknowledged. It was suggested that members be clear when presenting their proposals and amendments and to either articulate or write something down.

Member Cohen asked for an explanation on how the Council's reactions to issues would differ if there were a consensus or a majority-voting process. Vice-Chair Quirke explained that when Work Plan items for 2008 are developed, the consensus process would keep members focused on proposals, decision-making, enactment, and follow-up actions. The focus would be changed from being reactive to proactive.

Member Sustarich stated that he would have to research more about the process. Member Sherk stated that she would like the Council to become more proactive, more visible, and be involved in making changes in the City, but is not sure that it has to be Robert's Rules or a Consensus process. Member Sherk felt that the meeting room setup for full Council meetings was restrictive in comparison to the Committee rooms, where there is open communication. Member Blair stated that Roberts Rules allows for differences in opinion and still allows for issues to move forward. Vice-Chair Quirke explained that with the consensus process, if the majority of members do not agree with the proposal or if it is a tie, you start with a new proposal or ask for amendments.

Member Rodgers stated that the Council has proactively accomplished many things. Member Miller recommended taking ideas that had previously been presented to the Council and really work toward making changes in San Francisco; e.g., the sidewalk pocket park gardens. Member Rodgers explained that the Council's role is to advise the Board of Supervisors and the Mayor who have funding for capital projects.

Vice-Chair Quirke recommended that Council members be more proposal-oriented and that the Chair be the strong-armed facilitator to keep members on track toward the proposal and to encourage everyone's participation. The Council Secretary reported that Roberts Rules would allow Council members to focus on a particular proposal by making a motion towards a proposal. Members should then be discussing that particular motion and take a vote. A member can also propose an amendment to the motion or a new motion that can be voted on. Vice-Chair Quirke stated that a motion doesn't always have a discussion focused around adopting it or not, and ends up becoming a general discussion. Member Griswold stated that he would need a presentation and training on Roberts Rules and the Consensus process in order to better understand the differences and make a decision. Member Sherk suggested that Council members spend more time on urban forestry issues rather than a meeting process.

Public Comment: Mr. Louis Dillon stated that what separates great cities from poor cities is the availability of green areas and trees. It is psychologically damaging to live in cities if there are areas without respite. Mr. Dillon stated that the Council should have more influence in the City and spoke in support of its activities.

4. **Staff Report.** Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

Ms. Mei Ling Hui, Urban Forestry Council Environmental Assistant reported that she is working on urban forestry project ideas. Ms. Hui stated that a meeting was held about the urban forest tree mapping database at www.sftreemap.org that the Department of Public Works Bureau of Urban Forestry and Friends of the Urban Forest (FUF) are working on with Autodesk, a design software company. It was stated that there is interest in the Department of the Environment and the Urban Forestry Council taking a more active role in the project. Ms. Hui reported that a discussion has been

held with Friends of the Urban Forest staff about having a tree care focus on Arbor Day, which could be a larger statement citywide that more effort needs to be put on tree-care. It was stated that the Alemany Farms manager has 40-50 trees that are in desperate need of care so it may be possible that they may be able to partner in the effort. Ms. Hui discussed a meeting with the Friends of the Urban Forest volunteer coordinator about the holiday program and initiating a landmark tree tour into their tree tour program.

Ms. Hui reported that an October 3 article in the Chronicle "The Dirt, Check guidelines before pruning street trees" <http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2007/10/03/HO66SGV73.DTL&hw=tree+pruning&sn=003&sc=517> references the Department of the Environment's "Tree Pruning Standards in San Francisco" brochure that the Department has run out of stock on. Ms. Hui stated there have been many requests for the brochure and is trying to locate funding for reprinting. It was stated that the urban forest brochure is being reprinted and should be available by the end of next week.

Ms. Hui discussed the Planning & Funding Committee meeting's discussion on the Environmental Assistant's job assignments. It was reported that part of the Urban Forestry program is being funded by the Environmental Justice Program (\$41,000). The Urban Forestry program is running at a \$55,000 deficit right now and is looking for funding. Council members were asked to provide their input on ways to meet the deficit. It was reported that the Department of the Environment office would be closed for construction from Wednesday, October 24 at 5 p.m. until Monday, October 29 a.m.

5. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair, Carla Short

The next meeting will be on November 15, 2007 at 4:00 p.m. at 11 Grove Street.

Planning and Funding Committee Chair Short reported that at the last Planning and Funding Committee meeting, the Department of the Environment gave a presentation on the budget discussing the source of funding and how it is allocated. Committee members were surprised to hear that the Environmental Assistant position is funded partially with Environmental Justice funds, so a portion of the assistant's work will be focused on environmental justice issues that may in some cases relate to the Council's work. The focus on the next meeting would be to develop a Work Plan for 2008 and tasks that relate to the Work Plan for the Environmental Assistant position.

Ms. Hui stated that an effort is being made so that her assignment of environmental justice work is related to urban forestry goals. Council members asked for a presentation by Ms. Anne Eng, Environmental Justice Program Manager, on how environmental justice work relates to urban forestry work. The Planning and Funding Committee can make recommendations on what type of work can be done as part of environmental justice work, and how goals can overlap.

- Landmark Tree Committee, Chair, Mike Boss

The next meeting will be on November 13, 2007 at 4:00 p.m. at City Hall, Room 421.

Chair Milne reported that there are three or four proposals for landmarking trees to be voted on next Tuesday by the Board of Supervisors and then would be forwarded to the Landmark Tree Committee for their November 13 meeting. Chair Milne reported that the

nomination for landmark status of the Mary Ellen Pleasant trees on Octavia Street would also be heard at the November Landmark Tree Committee meeting.

Member Cohen discussed a series of three articles in the Chronicle that discussed what does and doesn't work with the landmark tree process and asked if the Board of Supervisors had expressed an opinion on the articles.

6. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion). Chair Milne announced that the next Council meeting is on Friday, December 14 at 10:00 a.m. Chair Milne requested that the Urban Forestry Council meeting icon on the Department of the Environment's website be located on the first page and asked Ms. Hui to update the landmark tree list on the website. Chair Milne recommended that a presentation be given at the next meeting on the sidewalk pocket park gardens and then a subsequent meeting to analyze the success of the program. Chair Milne reported that he and Vice-Chair Quirke are working on setting up meetings with Board of Supervisors members and Mayor's representatives to hear about progress made by the Council and its activities. A report would be given at the next Council meeting.

7. **New Business/Future Agenda Items** (Information and Discussion).

Future agenda item requests included (1) a presentation on the sidewalk pocket gardens, how it is succeeding, where it is going, ways to influence more pocket gardens in the City (LM), and the permit process (CB). Member Cohen offered to present on this topic and Member Short was asked to discuss the permitting process; (2) presentation on City and citizen initiatives on the urban forest; e.g., Greening Guerrero, sidewalk basin expansion projects, Living Library, Green Schoolyards, Community Challenge grants and street parks (KQ and BS); (3) Better Streets Plan presentation, how that program works, where it is going, what the intention is (TM); (4) budget process and measure on the status of older trees, and number of trees we currently have and have planted (LM); (5) presentation on the City's contract last year to plant and maintain 1500 trees primarily in the Sunset District and budget item this year to plant and maintain 1450 trees around the City (KQ); (6) Urban Forestry Council discussion on making policy decisions that include the Recreation and Park Department (LM).

Member Rodgers stated that the process for nominating landmark trees is slower than it needs to be and recommended that one member of a Board or Commission be allowed to nominate a tree instead of a full Commission. Chair Milne reported that he has scheduled a meeting with Supervisor McGoldrick and would give a future report on their proposals. Deputy City Attorney Cabrera advised that the Council can suggest amendments to legislation through the Supervisor's Office as it goes through the process.

Member Sherk asked for clarification on the agenda item scheduling process. It was explained that a Council member could schedule an agenda item by contacting the Chair for approval and then submitting a scheduling request form to the Council Secretary. The Council Secretary reminded Council members to submit the agenda scheduling request form a week before the meeting. Additional future agenda items were discussed throughout the meeting.

8. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

Public Comment: Mr. Louis Dillon spoke in support of the Council's ideas for future agenda items and discussed the Southern California fires and deforestation. Mr. Dillon stated that people have overexploited the environment and Councils such as the Urban Forestry Council can start to refocus attention to long term sustainable living that in history never had financial backing. Mr. Dillon stated that historically, San Francisco inhabitants had much more respect than the current inhabitants for their environment. Native American Indians would selectively cut down trees and would not allow other tribes to cut down their trees without permission. Mr. Dillon noted that people are involved in environmental "ecocide," meaning an ecological suicide that has gone unchecked. It was stated that societies that have perished in the history of the world; e.g., Easter Island, has always been due to neglect of the environment.

9. Adjournment. The Urban Forestry Council meeting adjourned at 7:10 p.m.

Copies of explanatory documents are available to the public at Department of Environment, **11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m.**, by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: December 14, 2007



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL

Regular Meeting Notice and Agenda

Friday, December 14, 2007 at 10:00 a.m.

City Hall, Room 400

One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Terry Milne
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Kelly Quirke
Bonnie Ora Sherk

David Habert/Tom Evans
SF Redevelopment Agency

AnMarie Rodgers
SF Planning Department

* Susan Nervo
SF Recreation & Park Department

Carla Short
SF Department of Public Works

Mark Sustarich
SF Public Utilities Commission

Mei Ling Hui
Urban Forestry Council Coordinator

Monica Fish
Urban Forestry Council Secretary

**Public comment will be taken before the Council takes action on any item.
Order of Business**

1. Call to Order and Roll Call

- 2. Adoption of Minutes of the October 23, 2007 Urban Forestry Council Regular Meeting**
(Explanatory Document: Draft Minutes of the October 23, 2007 Regular Meeting (Word)
http://sfgov.org/site/sfenvironment_page.asp?id=70637) (Discussion and Action).

- 3. Better Streets Program as it relates to the Urban Forestry Council** (Informational Report and Discussion)

Sponsor: Chair Terry Milne

Speaker: Adam Varat, Planner, City Planning Department

- 4. Landmark Tree Nominations.** The Urban Forestry Council will hear the Landmark Tree Committee recommendations for trees nominated for landmark tree status at the following addresses: (Discussion and Action) (Explanatory Document: Landmark Tree Committee Written Findings (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/WrittenFindings.pdf>).

Two Flowering Ash trees (Fraxinus ornus) located at 500 Cortland Street in front of the Bernal Heights Library (Assessor's Block 5707, Lot 027). (Explanatory Document: Board of Supervisors Resolution of intent to nominate (PDF) <http://www.sfgov.org/site/uploadedfiles/bdsupvrs/resolutions07/r0613-07.pdf> and Nomination Packet (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/500CortlandNominationPacket.pdf>)

Moreton Bay Fig tree (Ficus macrophylla) located at 3555 Cesar Chavez Street (Assessor's Block 6575, Lot 002). (Explanatory Document: Board of Supervisors Resolution of intent to nominate <http://www.sfgov.org/site/uploadedfiles/bdsupvrs/resolutions07/r0612-07.pdf> and Nomination Packet (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/3555CesarChavezNominationPacket.pdf>)

Blue Elderberry Tree (Sambucus Mexicana) located at Folsom Street and Bernal Heights Boulevard in the Bernal Heights Natural Area (Assessor's Block 5548, Lot 002). (Explanatory Document: Board of Supervisors Resolution of intent to nominate (PDF)

<http://www.sfgov.org/site/uploadedfiles/bdsupvrs/resolutions07/r0611-07.pdf>, Nomination Packet (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/BernalHeightsBlvdNaturalAreaNominationPacket.pdf>, Support Ltrs.

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/CNPSYerbaBuenaChaptersupportletter.doc> and <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/BlueElderberrySupportEmails.doc>

Explanatory Documents for trees listed above: Tree Evaluation Forms, pictures, neighborhood support (PDF)

http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2007/EvaluationFormsPicturesetinCommittee.pdf,

Black Acacia Tree (Acacia melanoxylon) located at 1245 Masonic Avenue (Assessor's Block 1244, Lot 005) (Explanatory Document: Board of Supervisors Resolution of intent to nominate (PDF) <http://www.sfgov.org/site/uploadedfiles/bdsupvrs/resolutions07/r0644-07.pdf>, Public Correspondence Received (PDF)

http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2007/PublicCorrespondence.pdf http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2007/1245MasonicPublicOpposition.pdf and Evaluation Form (PDF)

http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2007/EvalFormCBlair.pdf)

At the conclusion of the discussion, the Council will vote on whether to approve, reject, or not take action on the nominations and shall adopt written findings to support its decision (if required) to forward to the Board of Supervisors.

5. **Landmark Tree Initiation of the Mature blue gum (*Eucalyptus globulus*) trees located at 1661 Octavia Street** (Discussion and Action). The Council will consider the Landmark Tree Committee's recommendation to direct staff to write a letter to the Board of Supervisors indicating that the referenced trees were approved for landmark tree status by the Department of Public Works in 1996 (Explanatory Document: Board of Supervisors Resolution of intent to nominate (PDF) <http://www.sfgov.org/site/uploadedfiles/bdsupvrs/resolutions07/r0552-07.pdf>).
6. **Utility Undergrounding and Street Trees** (Informational Report and Discussion).
SPEAKER: Doug Wildman, Program Director, Friends of the Urban Forest
7. **Staff Report.** Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)
8. **Committee Reports:** (Informational Reports and Discussion)
 - Planning & Funding Committee, Chair, Carla Short
The next meeting will be on December 20, 2007 at 4:00 p.m. at 11 Grove Street.
 - Landmark Tree Committee, Chair, Mike Boss
The next meeting will be on January 14, 2008 at 4:00 p.m. at City Hall, Room 421.
9. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion).
10. **New Business/Future Agenda Items** (Information and Discussion).
11. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
12. **Adjournment**

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location

are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, **11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the above address or telephone number 415-355-3709 or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting.**

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Report of Findings for each of the (2) Flowering Ash Trees at 500 Cortland Ave

The Landmark Tree Committee of the Urban Forestry Council met on Tuesday Nov 13, 2007 and considered the nomination for Landmark Status of two Flowering Ash (*Fraxinus ornus*) trees at 500 Cortland Ave..

The committee did not take a position on these trees. The vote was 2 in favor (Boss and Griswold) and 2 opposed (Blair and Sustarich). There was no public testimony.

The committee members voting for recommendation for landmark status, found that the tree met standards that would merit Landmark Tree Status. These standards included:

- The tree is exceedingly rare in San Francisco
- The tree had historical significance to the building it was planted in front of, flagging the entrance to the Bernal Heights Library
- The tree helped define the neighborhood character as part of a significant row of deciduous trees on Cortland Ave, in keeping with the street tree planting plan on Cortland Ave.
- The trees have been noted in a publication (The Trees of San Francisco, by Mike Sullivan)
- The tree are highly visible in a high traffic area and are accessible from the sidewalk

The committee members voting against recommendation for landmark status found that the trees did not meet the standards that would merit Landmark Status. Their evaluation of standards included:

- Uncertainty of the tree's status as being rare
- The tree was not of significant size
- The tree was not in great condition

Respectfully submitted,
Mike Boss
Chair, Landmark Tree Committee of the Urban Forestry Council

Urban Forestry Council Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mei Ling Hui

Date of evaluation: 11/8/07

Scientific name: Fraxinus ornus

Common name: Flowering Ash

Street address: 500 Cortland

Cross streets: Moultrie and Andover

The trees are in the approximate same condition. As such I am filling out one form for both trees. Facing the building from the street I named the tree on the left as tree 1 and the tree on the right as tree 2.

Rare: ☒ Rare ☐ Uncommon ☐ Common ☐ Other

Comment: I don't know.

Size: ☒ Large ☐ Medium ☐ Small

Comment: There are approx 30' tall, 30' wide and have a 2' caliper to the trunk at breast height.

Age: ☒ Significantly advanced ☐ Not significantly advanced

Comment: These trees aren't the maximum size these trees can reach. However, trees are often stunted in the sidewalk and so these trees are likely at their maximum size. I.e., they are likely mature trees.

Historical Association: ☒ Yes ☐ None apparent

Describe nature of appreciation: Trees are in front of Bernal Height Public Library, which is the former sight of Bernal Grammar School, the first school in Bernal Heights. School was in use until 1930. The library was built between 1939 and 1940 as part of a WPA project, which in turn was part of the New Deal. Fredrick Meyer, a native San Franciscan was the architect for the project.

Ethnic appreciation: ☐ Yes ☒ None apparent

Describe nature of appreciation: None Apparent

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

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Neighborhood appreciation: ☐ Yes ☒ None apparent

Describe: None apparent.

Planting defines neighborhood character: ☒ Yes ☐ No

Describe contribution: Part of a tree lined street on a block with several trees of approx equal size.

Profiled in a publication or other media: ☒ Yes ☐ Unknown

Describe coverage: Noted on Mike Sullivan's website, <http://www.sftrees.com/citywide.htm> as a "Landmark Tree"

High traffic area: ☒ Yes ☐ No

Describe: Absolutely. The trees are on Cortland Ave, in the heart of the busy Bernal Heights commercial area. They are in front of a well-used public library. They are street trees with their trunk growing within 2' of the street.

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: Moderate overall, though higher than many street in San Francisco.

Extends between multiple properties: ☐ Yes ☒ No

Describe: They are sidewalk/street trees and so are public and shared trees. However they do not extend beyond the property line.

Accessible from public right-of-way: ☒ Yes ☐ No

Describe: Yes. They are right next to the street in front of a public building.

Important wildlife habitat: ☐ Yes ☐ No

Wildlife shelter and/or food (observed or potential). Describe and be as specific as possible.
I don't know.

Interdependent group of trees: ☐ Yes ☒ No

Describe: Does not apply

Erosion control: ☐ Yes ☒ No

Describe: No.

Wind or sound barrier: ☐ Yes ☒ No

Describe: No.

Prominent landscape feature: ☐ Yes ☐ No

Describe, attach photo if possible: Unfortunately the trees were dormant when I visited them, and as such I can not tell how prominent a landscape feature they can be.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

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Character-defining form: ☐ Yes ☒ No

Describe: Not particularly as far as I can tell, though the library is set back from the sidewalk which does allow for a more natural growth pattern then would be possible in much of the city.

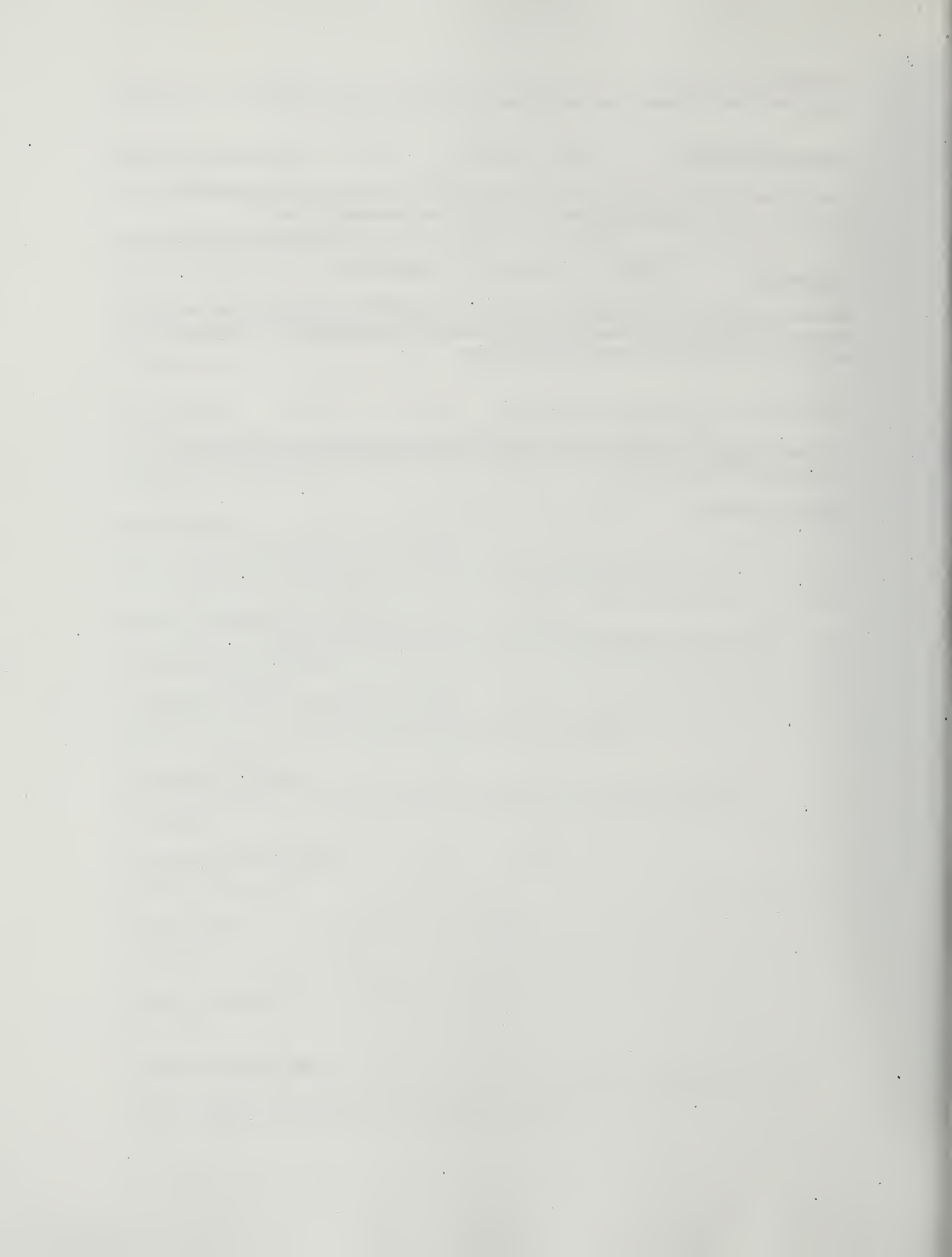
Tree condition: ☒ Good ☐ Poor ☐ Hazard

Describe: They appear to be in overall good condition. They both have nice placement and distribution of branches and an open form. Roots are beginning to interact with the sidewalk and the root crowns are constricted by bricks laid around the edge of the basins.

Tree 1 has been truck pruned and requires some care.

Tree 2 has some bark damage that it is recovering from. It may require some light pruning to bring it into compliance with clearance laws.

Additional comments



Urban Forestry Council Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mark Sustarich
Date of evaluation: 11/6/07
Scientific name: Fraxinus ornus 2 individual trees.
Common name: Flowering Ash
Street address: 500 Cortland, In front of Bernal Heights
Cross streets: Library

? **Rare:** ☐ Rare ☒ Uncommon ☐ Common ☐ Other
Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: Not clear on how many trees are
in San Francisco

Size: ☐ Large ☒ Medium ☐ Small

Notable size (height, diameter, canopy width) compared to other trees of the same species.

Comment: Mature tree 40'-50' tall 20'-30' wide

These trees 25' tall 12" dbh approx

Age: ☐ Significantly advanced ☒ Not significantly advanced

Significantly advanced age for this species (known or estimated).

Comment: A person that grew up in the area
believes they were planted about 25-30 years ago.

Historical Association: ☐ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

2

Ethnic appreciation: ☐ Yes ☒ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: _____

Neighborhood appreciation: ☒ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. **Attach documentation:**

Describe: _____

Planting defines neighborhood character: ☒ Yes ☐ No

Contributes to neighborhood aesthetic.

Describe contribution: Frames entrance to library.

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received print, internet, and/or video media coverage. **Attach documentation** if appropriate.

Describe coverage: _____

High traffic area: ☒ Yes ☐ No

High visibility, possible traffic calming effect.

Describe: _____

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Extends between multiple properties: ☐ Yes ☒ No

High visibility, multiple neighbors share tree.

Describe: Street tree in front of library.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

3

Accessible from public right-of-way: ☒ Yes ☐ No

High visibility.

Describe: street tree

Important wildlife habitat: ☐ Yes ☒ No

Wildlife shelter and/or food (observed or potential). Describe and be as specific as possible.

Interdependent group of trees: ☒ Yes ☐ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: Sycamore trees on either side

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☒ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Character-defining form: ☐ Yes ☒ No

Tree is an example of good form for its particular species.

Describe: _____

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

4

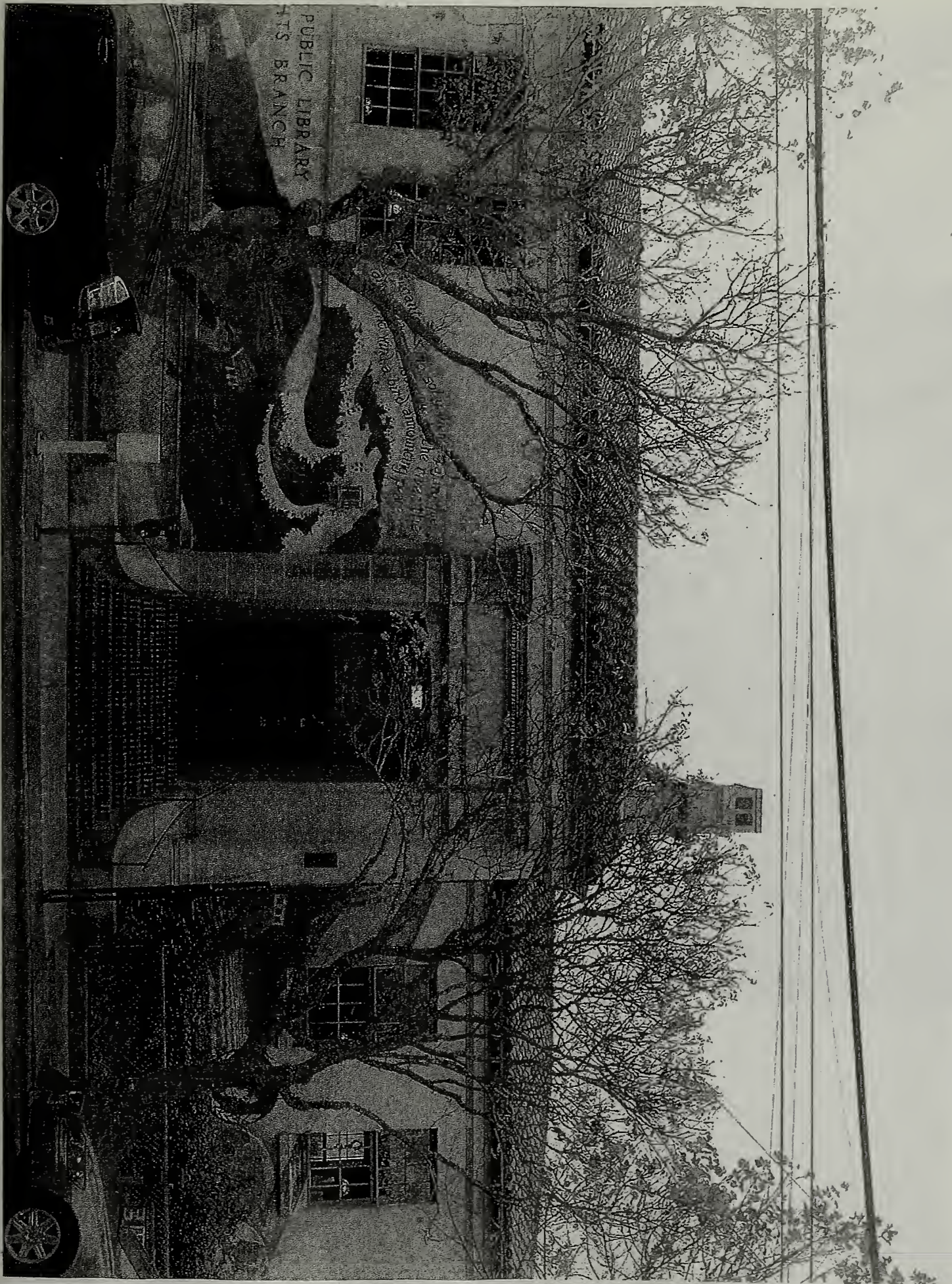
Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: could use selective pruning general
-utility line conflict.

Additional comments

trunk constricted by sidewalk
some decay in trunk





500 Cortland St: Damaged on Tree



SEM 11 0 CL. D. L. 100 9





500 Cortland St. ! Roots of tree 1 tree 2 in the same

1 [Landmark Designation Nomination for two trees located at 500 Cortland Street in front of
2 Bernal Heights Library]

3
4 **Resolution of intent initiating the nomination of two Flowering Ash trees (*Fraxinus***
5 ***ornus*) located at 500 Cortland Street, in front of Bernal Heights Library (Assessor's**
6 **Bock 5707, Lot 027) for landmark tree status pursuant to Public Works Code Section**
7 **810(b), acknowledging temporary designation pursuant to Public Works Section**
8 **810(d), and authorizing other official acts in furtherance of the Resolution.**

9
10 WHEREAS, Trees provide numerous environmental and social benefits such as
11 reducing stormwater runoff, reducing energy use, reducing air pollution, improving air quality,
12 increasing property values and providing wildlife habitat; and

13 WHEREAS, The Board of Supervisors passed Ordinance Number 17-06, an
14 amendment to Public Works Code Section 810, landmark trees, significant trees, and
15 penalties for violation in support of a landmark tree program, and a copy of said Ordinance is
16 on file with the Clerk of the Board of Supervisors in file number 051458 which is incorporated
17 herein by reference; and,

18 WHEREAS, The Board of Supervisors adopted the Urban Forestry Council's landmark
19 tree designation criteria, forms and procedures in Resolution Enacted Number 440-06. A
20 copy of said Resolution is on file with the Clerk of the Board of Supervisors File Number
21 060487 which is incorporated herein by reference on file with the Clerk of the Board of
22 Supervisors in File No. 071477, which is hereby declared to be a part of this resolution as if
23 set forth fully herein; and,

24 WHEREAS, The two Flowering Ash trees (*Fraxinus Ornus*) in front of Bernal Heights
25 Library, pictures of which are on file with the Clerk of the Board of Supervisors in File Number

1 071477, are a native European species rare in San Francisco, are large for the species, and
2 contribute to the aesthetic of Bernal Heights Library, which has been part of community since
3 1936 and at its present location since 1940: now, therefore be it

4 RESOLVED, That the Board, pursuant to Public Works Code Section 810(b), hereby
5 adopts this resolution of intent to initiate landmark tree designation for the two Flowering Ash
6 trees located at 500 Cortland Street in front of Bernal Heights Library (Assessor's Block 5705,
7 Lot 027) and acknowledges the temporary designation of such tree for landmark status
8 pursuant to Public Works Code Section 810(d); and, be it

9 FURTHER RESOLVED, That the Board directs the Clerk to forward this Resolution
10 and accompanying documents contained in the file to the Urban Forestry Council to begin the
11 landmark tree designation process for the subject trees; and, be it

12 FURTHER RESOLVED, That the Board urges the Director of Public Works to
13 immediately notify the affected department of the pending nomination and inform said
14 department of special approval requirement for removal of landmark trees under Public
15 Works Code 810(f) if such notification has not yet occurred.



City and County of San Francisco

Tails

Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 071477

Date Passed:

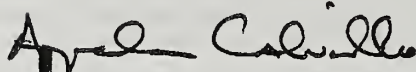
Resolution of intent initiating the nomination of two Flowering Ash trees (*Fraxinus ornus*) located at 500 Cortland Street, in front of Bernal Heights Library (Assessor's Bock 5707, Lot 027) for landmark tree status pursuant to Public Works Code Section 810(b), acknowledging temporary designation pursuant to Public Works Section 810(d), and authorizing other official acts in furtherance of the Resolution.

October 30, 2007 Board of Supervisors — ADOPTED

Ayes: 11 - Alioto-Pier, Ammiano, Chu, Daly, Dufty, Elsbernd, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 071477

I hereby certify that the foregoing Resolution
was ADOPTED on October 30, 2007 by the
Board of Supervisors of the City and County
of San Francisco.



Angela Calvillo
Clerk of the Board


11/7/2007

Date Approved

Mayor Gavin Newsom

SAN FRANCISCO URBAN FORESTRY COUNCIL

Landmark Tree Nomination Form

Disclaimer: Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?

- An authorized nominator is a Supervisor, head of a City department or agency, Planning Commissioner, Landmarks Preservation Advisory Board member, or property owner.
- The Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board and the head of a City department or agency may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

I am one of the following authorized nominators

- ☐ Property owner
- ☒ Board of Supervisor member
- ☐ Head of a city department or agency
- ☐ Planning Commission member
- ☐ Landmarks Preservation Advisory Board member

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department, Property Owner):

Property owner:

Tom Ammiano

Name

1 Dr. Carlton B. Goodlett Place Room 244

Address

San Francisco, CA 94102

Address

415-554-5144

Phone (day)

415-544-5163

Fax #

Tom.Ammiano@sfgov.org

Email

City and County of San Francisco

Name

(DPW maintains)

Address

Address

Phone (day)

Fax #

Email

Member of the public who initiated nomination
(if applicable):

Mike Boss

Name

1615 Cortland Ave.

Address

San Francisco, CA 94110

Address

415-559-0113

Phone (day)

Fax #

Mboss@rockandrose.com

Email

I am an authorized nominator and I support this nomination.

Tom Oenier

Signature

Date

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Signature

Date

TREE DESCRIPTION

Tree name (species and common name): Fraxinus ornus – Flowering Ash

Number of trees: 2

Street address: 500 Cortland, in front of Bernal Heights Library

Location of Tree: ☐ Front yard ☐ Rear yard ☐ Side yard ☐ Corner-side yard

X Public right-of-way ☐ Public lands ☐ Not sure

☐ Other: _____

GPS units (OPTIONAL): _____

Height 23 feet

Average canopy width¹ 23 feet

Circumference at chest level² _____ inches

Circumference at ground level³ _____ inches

1 Distance from one edge to opposite edge of tree canopy

2 Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

3 Distance around trunk on the ground where the trunk meets the soil.

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. If you need more space to describe the tree, please attach additional sheets.

Rarity: ☒ Rare ☐ Uncommon ☐ Common ☐ Other

Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: rare in San Francisco, native to Europe

Size: ☒ Large ☐ Medium ☐ Small

Notable size (height, diameter, canopy width) compared to other trees of the same species.

Comment: large tree for species

Age: Significantly advanced age for this species (known or estimated).

Comment: Unknown

Historical Association: ☒ Yes ☐ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: There is an historical association with the Bernal Heights Library which they are planted in front of

Ethnic appreciation: ☐ Yes ☒ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: _____

Neighborhood appreciation: ☐ Yes ☒ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: _____

Planting defines neighborhood character: ☒ Yes ☐ No

Contributes to neighborhood aesthetic.

Describe contribution: The trees contribute to the Library's aesthetic, the library being part of the community since 1936 and at its present location since 1940.

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received print, internet, and/or video media coverage. **Attach documentation** if appropriate.

Describe coverage: _____

High traffic area: ☒ Yes ☐ No

High visibility, possible traffic calming effect.

Describe: _____

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Extends between multiple properties: ☐ Yes ☒ No

High visibility, multiple neighbors share tree.

Describe: Trees are located on sidewalk

Accessible from public right-of-way: ☒ Yes ☐ No

High visibility.

Describe: Visible to all pedestrians and motorists on Cortland Ave.

Important wildlife habitat: ☐ Yes ☒ No

Wildlife shelter and/or food (observed or potential). Describe and be as specific as possible.

Interdependent group of trees: ☒ Yes ☐ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: _____

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☐ Yes ☒ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: Please see attached photos

Character-defining form: ☒ Yes ☐ No

Tree is an example of good form for its particular species.

Describe: Though this tree is in fair condition, it is unique in that it is large of its species.

Tree condition: ☒ Good ☒ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: This tree is in fair condition

Additional comments

If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (below). It is acceptable if you cannot provide some of the information requested on this form.

A photograph of the tree must be submitted with this form.

Please attach **optional** supporting documents such as letters, arborist report, etc.

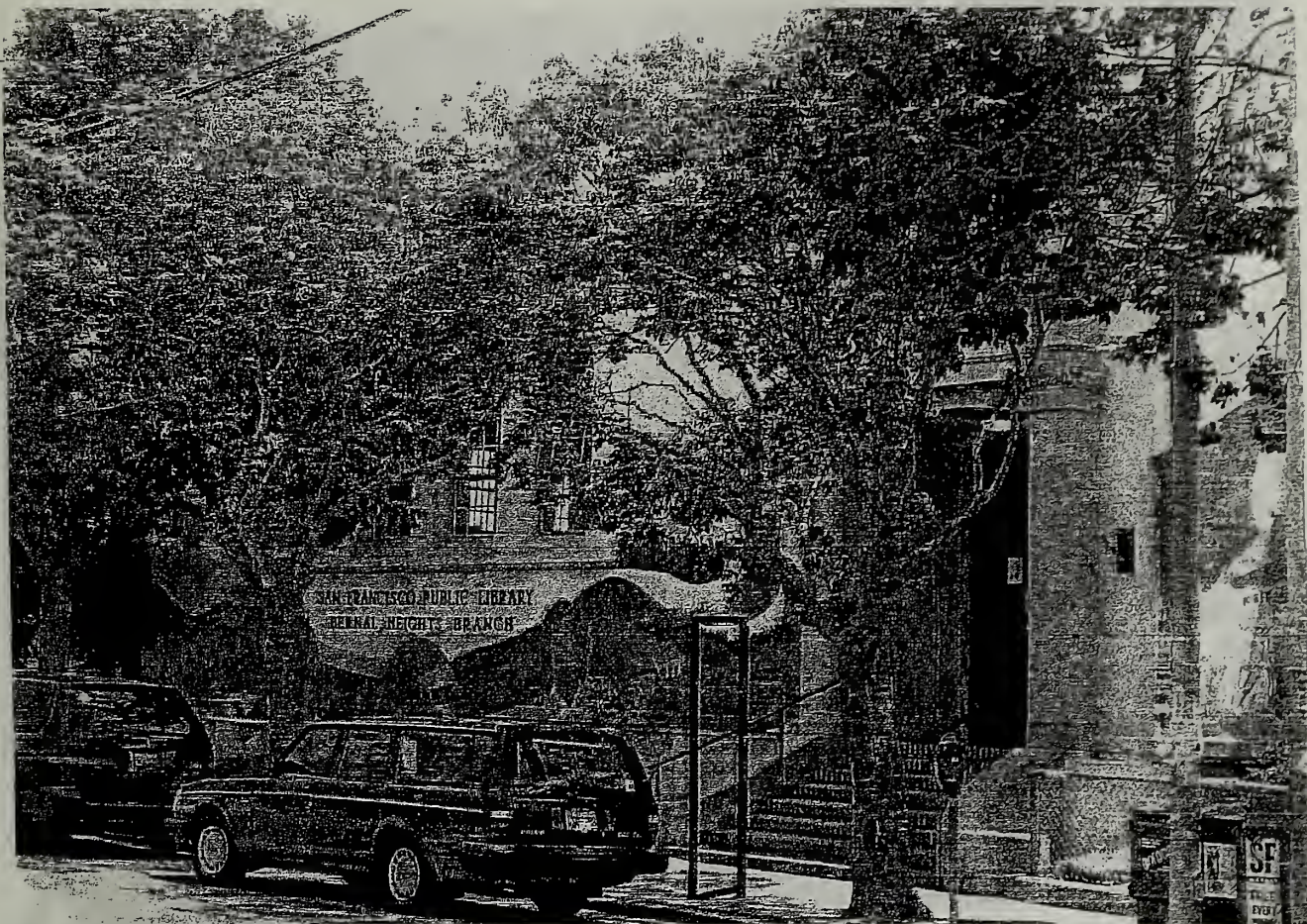
Send to: Urban Forestry Council, c/o Grace Ma, 11 Grove Street, San Francisco, CA 94102
OR grace.ma@sfgov.org

Any information you submit will be part of the public record.

The Public Records Act defines a "public record" broadly to include "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics." Govt. Code § 6252(e). The Sunshine Ordinance defines "public information" as the content of "public records" as defined in the Public Records Act. Admin Code § 67.20(b). Pursuant to the Public Records Act and Sunshine Ordinance, this document is a public record and will be available to the public upon request, at the hearing site, at the San Francisco Main Library, and on the Urban Forestry Council's website. Admin Code §§ 8.16, 67.7 (b), and 67.21(a).

Application received date _____	Received by _____
Tree evaluation form _____	UFC recommendation date _____

Board of Supervisors Decision _____	Title recorded date _____
Landmark Tree # _____	





Report of Findings for the Moreton Bay Fig on Valencia Street at 3555 Cesar Chavez

The Landmark Tree Committee of the Urban Forestry Council met on Tuesday Nov 13, 2007 and considered the nomination for Landmark Status of the Moreton Bay Fig (*Ficus macrophylla*) tree at 3555 Cesar Chavez Street on Valencia..

The committee voted unanimously to recommend landmark status. The vote was 4-0.

The committee members voted for recommendation of landmark status, found that the tree met standards that would merit Landmark Tree Status. These standards included:

- The tree is a majestic specimen, and one of San Francisco's largest trees
- The tree is exceedingly rare in San Francisco
- The tree is of advanced age.
- The tree had historical significance to the Bancroft Library, reference of which is demonstrated by the historical marker that sits at the base of the tree.
- The tree helped define the neighborhood character
- The trees have been profiled in publications (The Trees of San Francisco, by Mike Sullivan; the Trees of Golden Gate Park and San Francisco, by Elizabeth McClintock); and are seen in early historical photos of the Bancroft Library
- The tree are highly visible in a high traffic area and are accessible from the sidewalk
- The trees are a prominent landscape feature, being visible from the top of Bernal Heights Hill and from the many blocks down Valencia Street.
- The tree had character-defining form and was in good condition

Respectfully submitted,

Mike Boss

Chair, Landmark Tree Committee of the Urban Forestry Council

SF URBAN FOREST COUNCIL'S Landmark Tree Evaluation Form 2007

Evaluator's Name: *Carolyn Blair*

Date of Evaluation: November 6, 2007

Common Name: Morton Bay Fig

Street Address: 3555 Cesar Chavez

Cross Street: Valencia

Rare: Very few species of this size and grandeur visible to the public right of way: one of the best, most outstanding trees in the city; only one other of in Golden Gate Park but not of this rare age and size.

Size: Very large, grand size for San Francisco; only 1% of our total population of large trees, especially near a public right of way and not in a park. The other Morton Bay Fig in Golden Gate Park is half its size and age. The national register of big trees list one in Santa Barbara with a 171' crown, 507 trunk circumference, height is 76' tall and 123 years of age.

Age: A great age, one to proud of with so few mature trees left in the City. But not significant for its species, could be 70 to 100 years old. It is truly one of the best mature trees in the city!

Historic Significant or Association: The fact that this tree has survived particularly in this location, is significant and historic.

Ethnic Appreciation: Don't know.

Neighborhood Appreciation: Most everyone in the City knows this exceptional tree and everyone in the neighborhood does; it is supported for landmarking by near by neighborhood associations.

Planting Defines Neighborhood Character: YES! It is one of the grandest trees in any neighborhood, of amazing stature and size, with great character in its self.

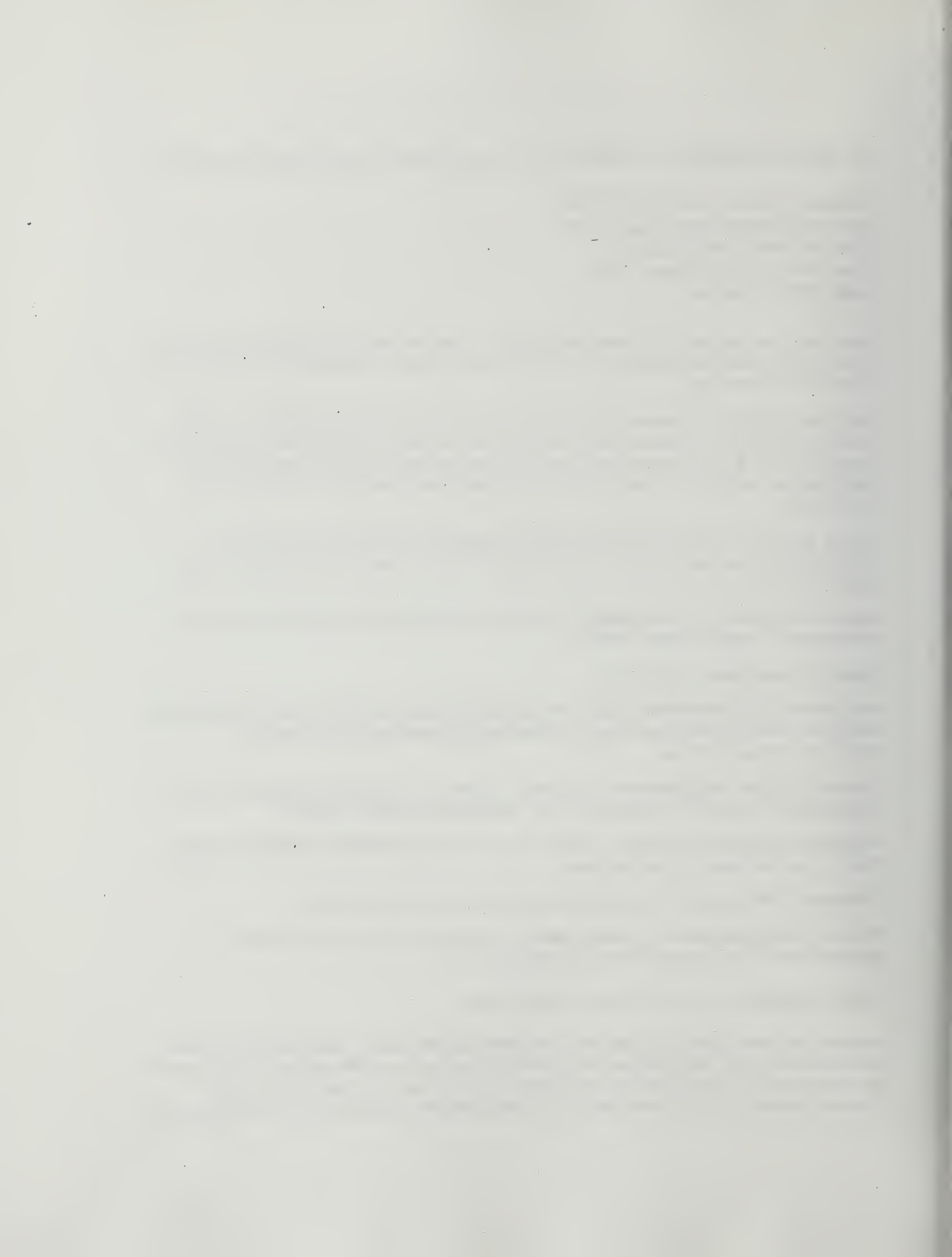
Prominent Landscape Feature: YES! It is one of the most sticking, outstanding mature trees, to say the least, in San Francisco.

Character Defining Form: Yes, Big, bold, exceptional branch structure.

Profiled in a publication or media: Listed in, One of the Best Trees, in Michael Sullivan's book, The Trees of San Francisco. (P. 137)

Tree Condition: Good, tho it lost one major branch.

Accessible from public right of way: Yes, high visibility next to sidewalk and branches out over curb; **High Traffic Area:** Yes, contributes greatly to traffic calming and improving pedestrian safety; **Wind and Sound barrier:** Yes, contributes to peace and quiet for hospital patient and improves healing; **Important Wildlife Habitat:** Yes, bird songs great!



Urban Forestry Council Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mei Ling Hui

Date of evaluation: 11/8/07

Scientific name: Ficus macrocarpa

Common name: Moreton Bay Fig

Street address: Approx 1610 Valencia

Cross streets: Cesar Chavez and Mission

Rare: ☒ Rare ☐ Uncommon ☐ Common ☐ Other

Comment: There are possibly two in Golden Gate Park, but they are not as outstanding as this tree.

Size: ☒ Large ☐ Medium ☐ Small

Comment: Extremely large tree. 100' tall, 65' wide, 7' caliper at breast height. Root system is very prominent and spreading.

Age: ☒ Significantly advanced ☐ Not significantly advanced

Comment: I believe I found a photo of the tree from 1925. It is a huge old tree.

Historical Association: ☒ Yes ☐ None apparent

Describe nature of appreciation: Tree was likely planted by Hubert H. Bancroft, as it is at the site of his former library. Library was purchased in 1905 by UC Berkeley and moved to their campus the following year, it held over 60,000 volumes at the time. (He had spent the previous 20 years trying to sell the library to the school.) He was a writer, bookstore owner, and called the first historian of the West. He was President of the American Historical Association.

Ethnic appreciation: ☐ Yes ☐ None apparent

Describe nature of appreciation: Everyone loves this trees equally and greatly.

Neighborhood appreciation: ☒ Yes ☐ None apparent

Describe: I live in this neighborhood and pass this tree frequently. I've mentioned that I was evaluating this tree to my friends and neighbors and they all exclaim, "I love that tree!" The fact that they know which tree I'm talking about at all is a huge indicator of how much this tree means to the

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

2

people in this neighborhood. Many stopped and said something along the lines of "Great tree." To me while I was out there.

Planting defines neighborhood character: ☒ Yes ☐ No

Describe contribution: Absolutely. There are few trees of this stature and health in the city, especially alongside a sidewalk.

Profiled in a publication or other media: ☒ Yes ☐ Unknown

Describe coverage: Mentioned in Trees of San Francisco by Mike Sullivan in "The Best Trees" section. Also noted on the sf trees website as a "particularly spectacular" tree. Noted in The Trees of Golden Gate Park and San Francisco by Elizabeth McClintock as an "Outstanding Specimen." Mentioned on a blog called Whorticulture.

High traffic area: ☒ Yes ☐ No

Describe: Tree is On Valencia street, just south of Cesar Chavez just before Valencia ends and become Mission. It is at a hospital. The roots run right alongside the sidewalk. The tree absolutely has traffic calming effects. Everyone wants to look at it and slows down to see it.

Low tree density: ☐ Low ☒ Moderate ☐ High

Describe: One side fo the stree has a few trees. The side that this tree is on is quite tree-ed.

Extends between multiple properties: ☐ Yes ☒ No

Describe: Shared because it is on public land, right next to the sidewalk and street,

Accessible from public right-of-way: ☒ Yes ☐ No

Describe: Abosolutely. Tree roots are against the sidewalk.

Important wildlife habitat: ☐ Yes ☐ No

I don't know.

Interdependent group of trees: ☒ Yes ☐ No

Describe: This tree is very very large and many smaller trees are growing under and next to it. Some of the smaller trees may do better if they weren't growing under or adjacent to the large tree.

Erosion control: ☒ Yes ☐ No

Describe: Absolutely. The tree has amazing buttressing roots that are acting as retaining walls. The ground slops upward behind the tree.

Wind or sound barrier: ☒ Yes ☐ No

Describe: I think it does. It is, again, huge. And there is a large building behind it.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

3

Prominent landscape feature: ☒ Yes ☐ No

Describe, attach photo if possible: It is the most prominent feature on the block.

Character-defining form: ☒ Yes ☐ No

Describe: 100%. The roots are amazing, the tree is strong and healthy.

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: The tree is in very good condition. There is a wound 4'x3' that appears to have been caused by a branch breaking out of the tree, some rot is apparent in this wound. There are 3 or 4 other small wounds where branch have broken from the tree-6-12". This is a multi trunk tree and two of the three trunks are growing against each other causing a section of included bark approx 10' long.

Tree is in overall great health. It is a vigorous tree. The branches look strong and well places, the leaves are clean and the canopy is full. The roots are indescribably beautiful.

Additional comments

This tree is an absolute embodiment of the term "Landmark."

Urban Forestry Council Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mark Sustarich
Date of evaluation: 11/13/07
Scientific name: Ficus macrophylla
Common name: Moreton Bay Fig
Street address: Valencia St.
Cross streets: Cesar Chavez

Rare: ☒ Rare ☐ Uncommon ☐ Common ☐ Other
Unusual species in San Francisco. Also consider rarity in California, North America, world.
Comment: _____

Size: ☒ Large ☐ Medium ☐ Small
Notable size (height, diameter, canopy width) compared to other trees of the same species.
Comment: 60'h x 40" w circumference 122"

Mei Ling's measurements
Age: 1 Significantly advanced ☐ Not significantly advanced
Significantly advanced age for this species (known or estimated).
Comment: Potentially older than 100 years

Historical Association: ☒ Yes ☐ None apparent
Related to a historic or cultural building, site, street, person, event, etc.
Describe nature of appreciation: Associated with the Bancroft Library

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

2

Ethnic appreciation: ☐ Yes ☒ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: _____

Neighborhood appreciation: ☒ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. **Attach documentation:**

Describe: _____

Planting defines neighborhood character: ☒ Yes ☐ No

Contributes to neighborhood aesthetic.

Describe contribution: _____

Profiled in a publication or other media: ☐ Yes ☐ Unknown

Tree has received print, internet, and/or video media coverage. **Attach documentation** if appropriate.

Describe coverage: In Trees of San Francisco'

Blog in Horticulture

High traffic area: ☒ Yes ☐ No

High visibility, possible traffic calming effect.

Describe: On Valencia St behind sidewalk

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Extends between multiple properties: ☐ Yes ☒ No

High visibility, multiple neighbors share tree.

Describe: _____

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

3

Accessible from public right-of-way: ☒ Yes ☐ No

High visibility.

Describe: _____

Important wildlife habitat: ☐ Yes ☐ No

Wildlife shelter and/or food (observed or potential). Describe and be as specific as possible.

~~Fr~~ Fruit on ground - do not know which
animals species use the fruit.

Interdependent group of trees: ☒ Yes ☐ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: A Tristania to the right is growing
into the canopy

Erosion control: ☒ Yes ☐ No

Tree prevents soil erosion.

Describe: Roots do hold back a limited amount
of soil.

Wind or sound barrier: ☒ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Character-defining form: ☒ Yes ☐ No

Tree is an example of good form for its particular species.

Describe: Symmetrical crown

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

4

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: Healthy, see below

Additional comments

multiple trunks - embedded bark
some wounds from branches ripping out,
appears to be healing
remove ivy within dripline
some stubs.

Trim Tristania conferta out of the canopy

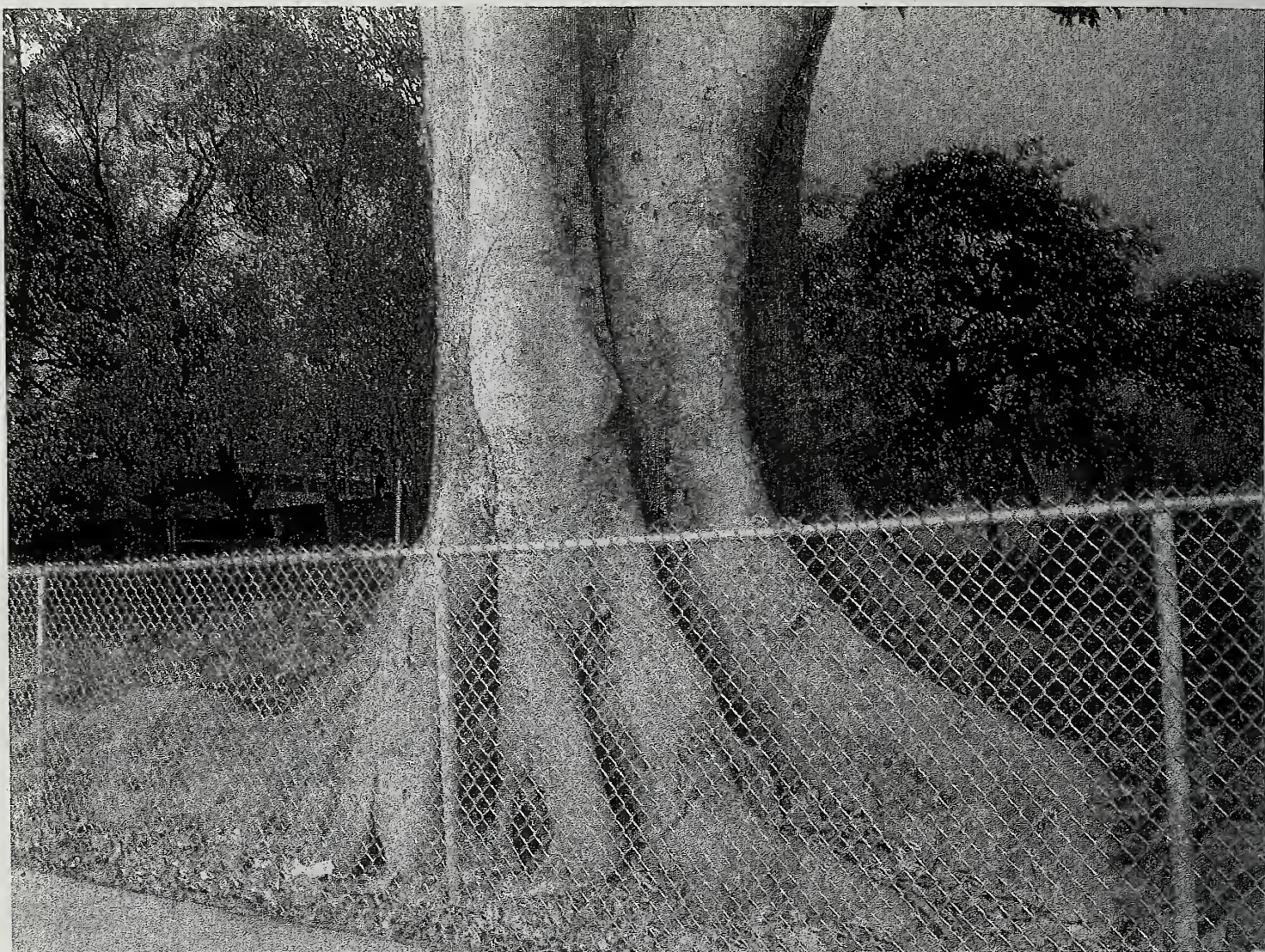
Maintenance personnel claims tree will kill someone.
He stated that Davy Tree root pruned on the sidewalk
3 years ago.

Some sidewalk squares have been replaced recently.

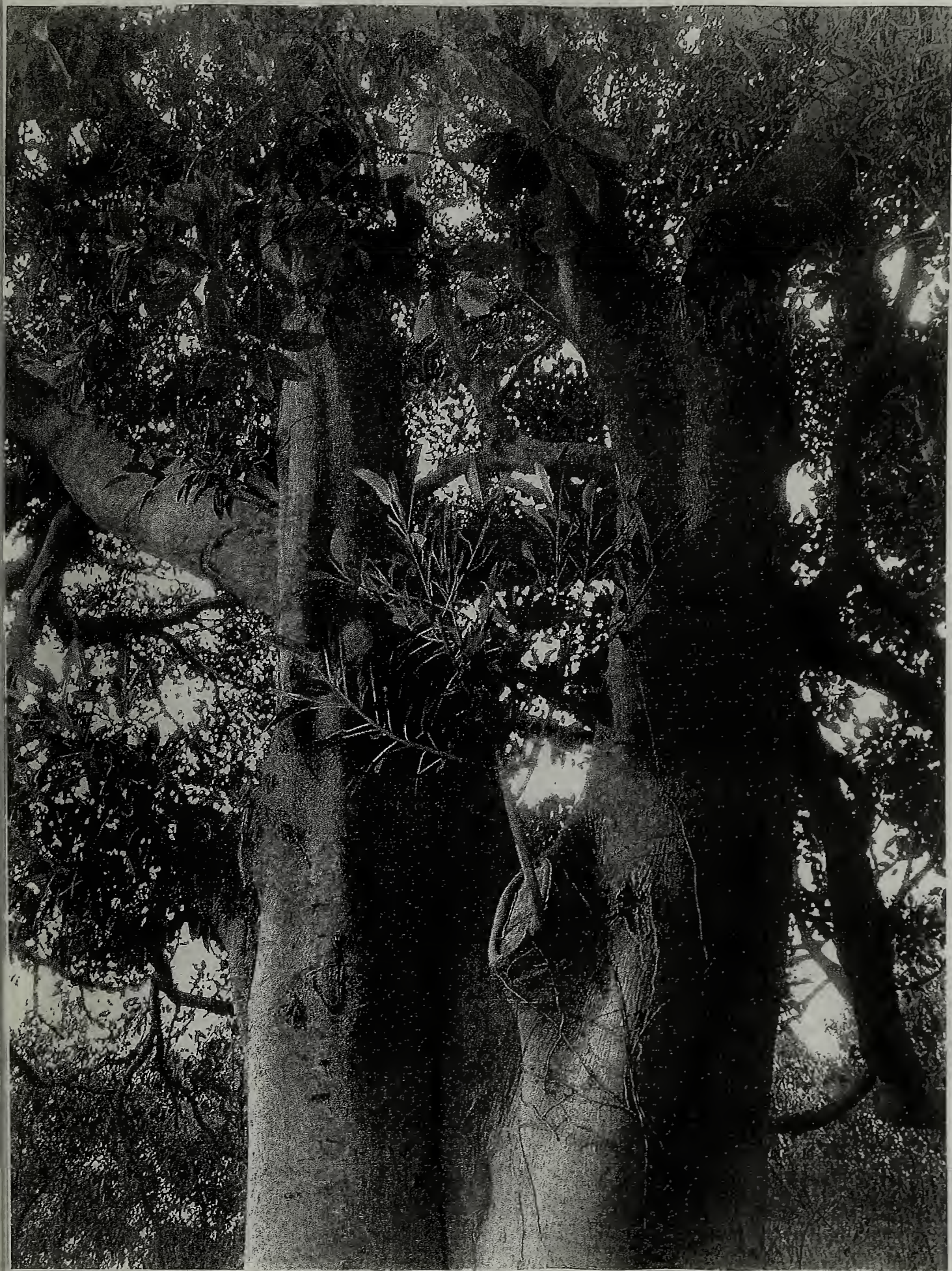
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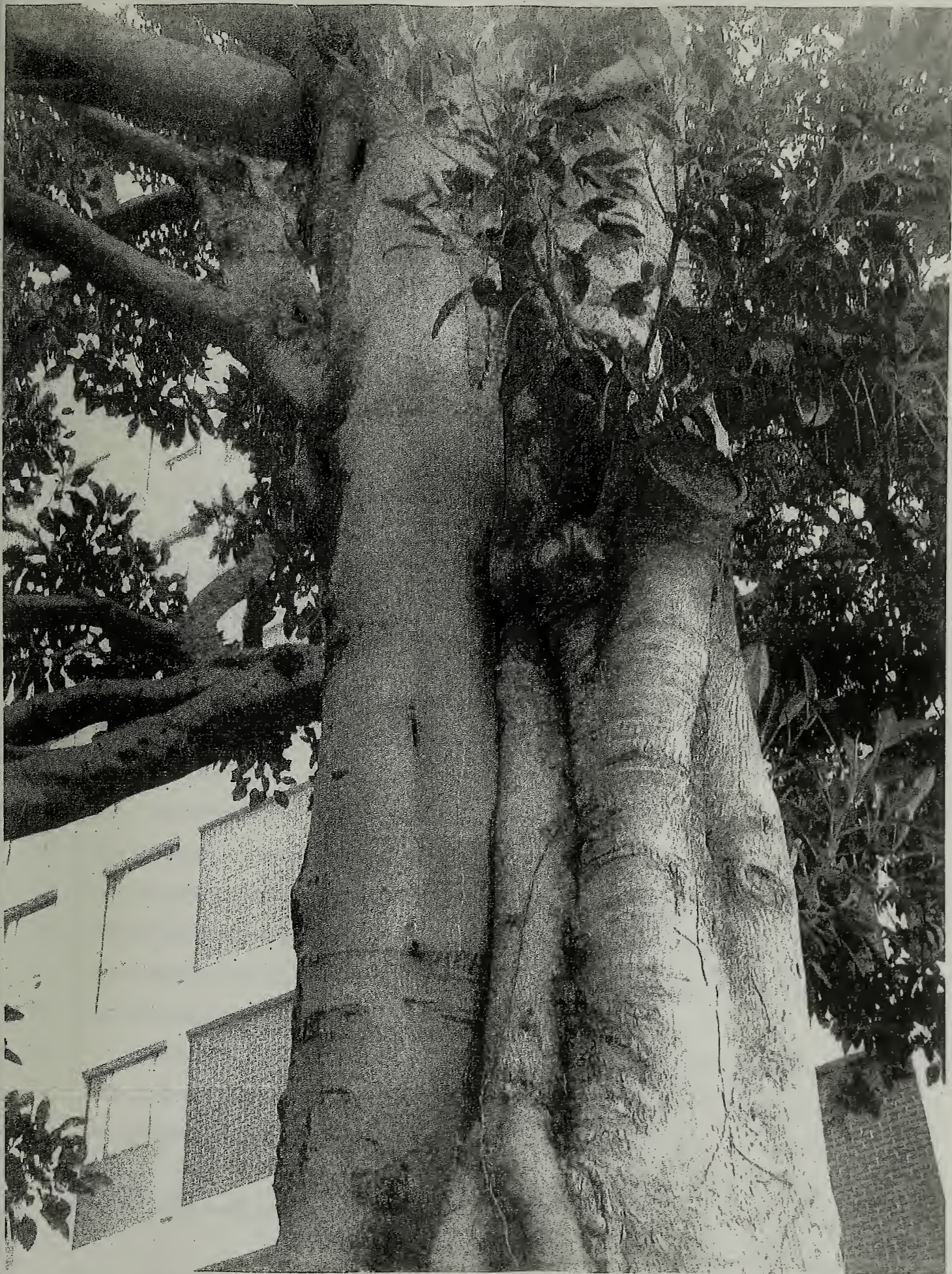
2007



2555 Pine Grove on Volcanic Road at the tree



A black and white photograph showing a large, mature tree with a thick trunk and a dense canopy of leaves. The tree is positioned in the middle ground, slightly to the right. In the foreground, a chain-link fence runs horizontally across the frame, partially obscuring the view of the tree and the ground. The ground appears to be a mix of dirt and sparse vegetation. The background is a bright, overexposed area, possibly a field or a body of water, with some distant structures or trees visible. The overall composition is a landscape shot, likely taken from a vantage point behind a fence.



2000 1900



1 [Landmark Designation Nomination for tree locate at 3555 Cesar Chavez Street]

2
3 **Resolution of intent initiating the nomination of the Moreton Bay Fig tree (*Ficus***
4 ***macrophylla*) located at 3555 Cesar Chavez Street (Assessor's Block 6575, Lot 002) for**
5 **landmark tree status pursuant to Public Works Code Section 810(b), acknowledging**
6 **temporary designation pursuant to Public Works Section 810(d), and authorizing other**
7 **official acts in furtherance of the Resolution.**

8
9 WHEREAS, Trees provide numerous environmental and social benefits such as
10 reducing stormwater runoff, reducing energy use, reducing air pollution, improving air quality,
11 increasing property values and providing wildlife habitat; and

12 WHEREAS, The Board of Supervisors passed Ordinance Number 17-06, amendment
13 to Public Works Code Section 810, landmark trees, significant trees, and penalties for
14 violation in support of a landmark tree program, and a copy of said Ordinance is on file with
15 the Clerk of the Board of Supervisors in file number 051458 which is incorporated herein by
16 reference; and,

17 WHEREAS, The Board of Supervisors adopted the Urban Forestry Council's landmark
18 tree designation criteria, forms and procedures in Resolution Enacted Number 440-06. A
19 copy of said Resolution is on file with the Clerk of the Board of Supervisors File Number
20 060487 which is incorporated herein by reference on file with the Clerk of the Board of
21 Supervisors in File No. 071476, which is hereby declared to be a part of this resolution as if
22 set forth fully herein; and,

23 WHEREAS, The Moreton Bay Fig tree at 3555 Cesar Chavez Street, pictures of which
24 are on file with the Clerk of the Board of Supervisors in File Number 071476 and are
25 incorporated herein as reference, is a native Australian species rare in San Francisco, is large

1 for the species, is of significant age, serves as both a wind barrier and wildlife habitat, and
2 contributes to the community aesthetic with its character defining form and its buttress visible
3 from Bernal Hill: now, therefore, be it

4 RESOLVED, That the Board, pursuant to Public Works Code Section 810(b), hereby
5 adopts this resolution of intent to initiate landmark tree designation for the Moreton Bay Fig
6 tree located at 3555 Cesar Chavez Street (Assessor's Block 6575, Lot 002) and
7 acknowledges the temporary designation of such tree for landmark status pursuant to Public
8 Works Code Section 810(d); and, be it

9 FURTHER RESOLVED, That the Board directs the Clerk to forward this Resolution
10 and accompanying documents contained in the file to the Urban Forestry Council to begin the
11 landmark tree designation process for the subject trees; and, be it

12 FURTHER RESOLVED, That the Board urges the Director of Public Works to
13 immediately notify the affected property owner of the pending nomination and inform said
14 owner of the special permit and approval requirements for removal of landmark trees under
15 Public Works Code 810(f) if such notification has not yet occurred.



City and County of San Francisco

Tails

Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 071476

Date Passed:

Resolution of intent initiating the nomination of the Moreton Bay Fig tree (*Ficus macrophylla*) located at 3555 Cesar Chavez Street (Assessor's Block 6575, Lot 002) for landmark tree status pursuant to Public Works Code Section 810(b), acknowledging temporary designation pursuant to Public Works Section 810(d), and authorizing other official acts in furtherance of the Resolution.

October 30, 2007 Board of Supervisors — ADOPTED

Ayes: 11 - Alioto-Pier, Ammiano, Chu, Daly, Dufty, Elsbernd, Maxwell,
McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 071476

I hereby certify that the foregoing Resolution was ADOPTED on October 30, 2007 by the Board of Supervisors of the City and County of San Francisco.

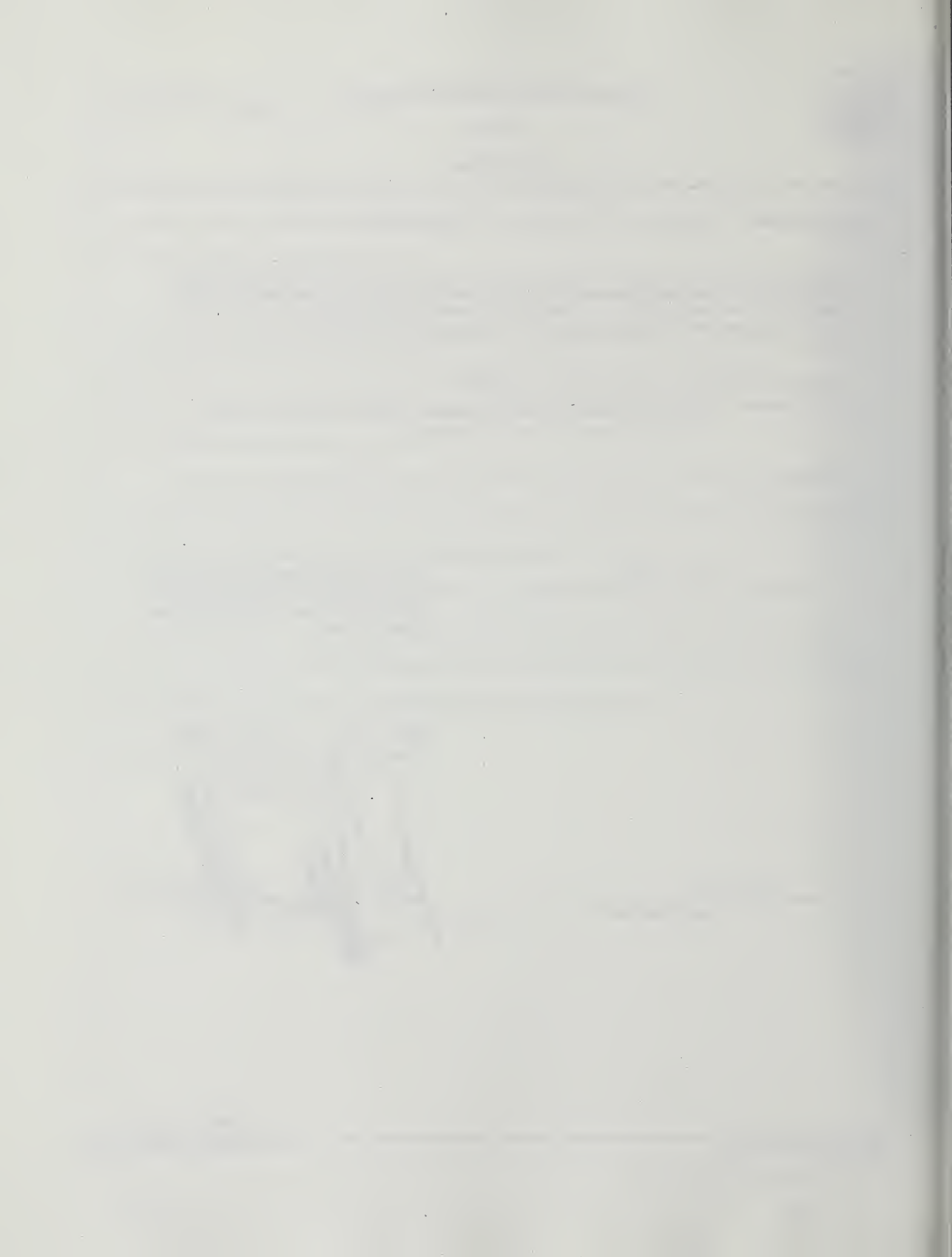
Angela Calvillo

Angela Calvillo
Clerk of the Board

11/7/2007

Date Approved

Gavin Newsom
Mayor Gavin Newsom



SAN FRANCISCO URBAN FORESTRY COUNCIL

Landmark Tree Nomination Form

Disclaimer: Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?

- An authorized nominator is a Supervisor, head of a City department or agency, Planning Commissioner, Landmarks Preservation Advisory Board member, or property owner.
- The Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board and the head of a City department or agency may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

I am one of the following authorized nominators

- ☐ Property owner
- ☒ Board of Supervisor member
- ☐ Head of a city department or agency
- ☐ Planning Commission member
- ☐ Landmarks Preservation Advisory Board member

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department, Property Owner):

Tom Ammiano

Name

1 Dr. Carlton B. Goodlett Place Room 244

Address

San Francisco, CA 94102

Address

415-554-5144

Phone (day)

415-544-5163

Fax #

Tom.Ammiano@sfgov.org

Email

Property owner:

CPMC (St. Luke's Hospital)

Name

Valencia at Cesar Chavez

Address

San Francisco, CA 94102

Address

415-647-8600

Phone (day)

Fax #

Email

Member of the public who initiated nomination
(if applicable):

Mike Boss

Name

1615 Cortland Avenue

Address

San Francisco, CA 94110

Address

415-559-0113

Phone (day)

415-824-3377

Fax #

Mboss@rockandrose.com

Email

I am an authorized nominator and I support this nomination.

Signature

Date

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Signature

Date

TREE DESCRIPTION

Tree name (species and common name): Ficus Macrophylla-Moreton Bay Fig

Number of trees: 1

Street address: Valencia and Cesar Chavez

Location of Tree: ☐ Front yard ☐ Rear yard ☐ Side yard ☐ Corner-side yard

☐ Public right-of-way ☐ Public lands ☐ Not sure

☐ Other: _____

GPS units (OPTIONAL): _____

Height 60 feet

Average canopy width¹ 40 feet

Circumference at chest level² 122 inches

Circumference at ground level³ 204 inches

1 Distance from one edge to opposite edge of tree canopy

2 Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

3 Distance around trunk on the ground where the trunk meets the soil.

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. If you need more space to describe the tree, please attach additional sheets.

Rarity: ☒ Rare ☐ Uncommon ☐ Common ☐ Other

Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: Rare in San Francisco

Size: ☒ Large ☐ Medium ☐ Small

Notable size (height, diameter, canopy width) compared to other trees of the same species.

Comment: _____

Age: Significantly advanced age for this species (known or estimated).

Comment: Unsure but likely a significant figure

Historical Association: ☒ Yes ☐ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: Believed to be related to the Bancroft Library with historical significance

Ethnic appreciation: ☐ Yes ☒ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: _____

Neighborhood appreciation: ☒ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: Historical landmark adjacent to tree for the Bancroft Library

Planting defines neighborhood character: ☒ Yes ☐ No

Contributes to neighborhood aesthetic.

Describe contribution: Character defining form-buttress. Visible from Bernal Hill

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received print, internet, and/or video media coverage. **Attach documentation** if appropriate.

Describe coverage: _____

High traffic area: ☒ Yes ☐ No

High visibility, possible traffic calming effect.

Describe: ☐ Adjacent to sidewalk and on Valencia street _____

Low tree density: ☒ Low ☐ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: ☐ Very few trees in neighborhood _____

Extends between multiple properties: ☐ Yes ☒ No

High visibility, multiple neighbors share tree.

Describe: _____

Accessible from public right-of-way: ☒ Yes ☐ No

High visibility.

Describe: ☐ Within St. Luke's gate but accessible and visible 24 hours per day _____

Important wildlife habitat: ☒ Yes ☐ No

Wildlife shelter and/or food (observed or potential). Describe and be as specific as possible.

Interdependent group of trees: ☐ Yes ☒ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: _____

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☒ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: ☐ Wild Barrier _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Character-defining form: ☒ Yes ☐ No

Tree is an example of good form for its particular species.

Describe: _____ Trunk and canopy _____

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____ Excellent condition _____

Additional comments

If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (below). It is acceptable if you cannot provide some of the information requested on this form.

A photograph of the tree must be submitted with this form.

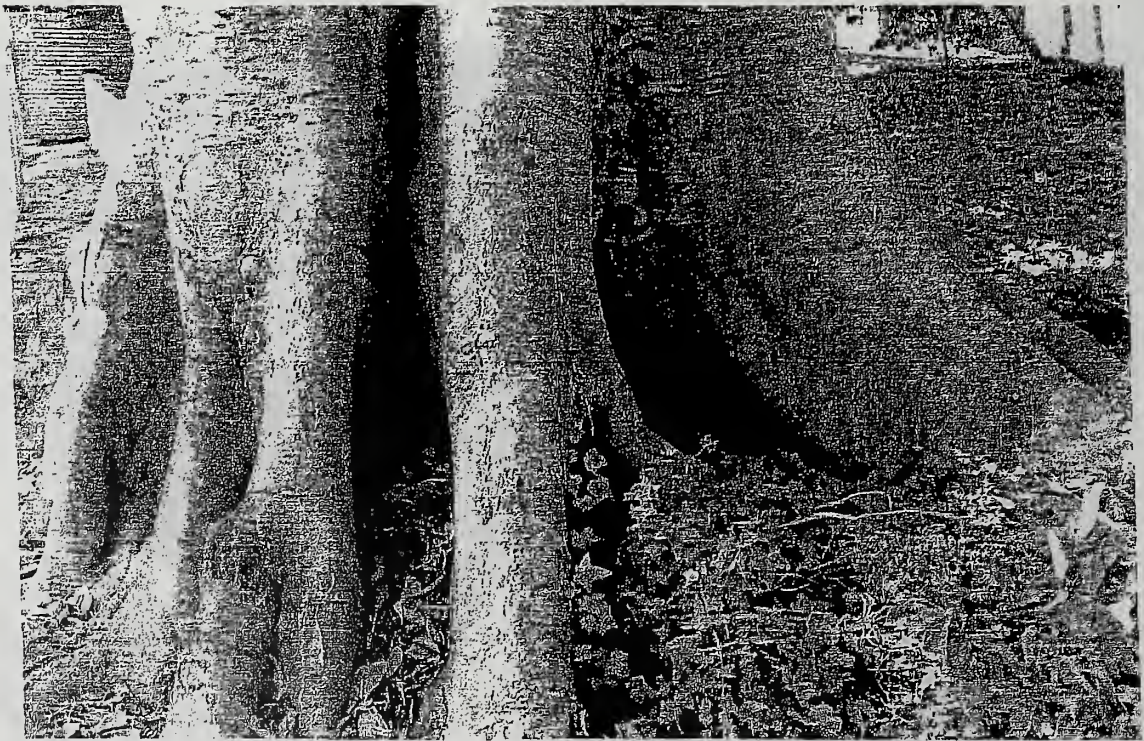
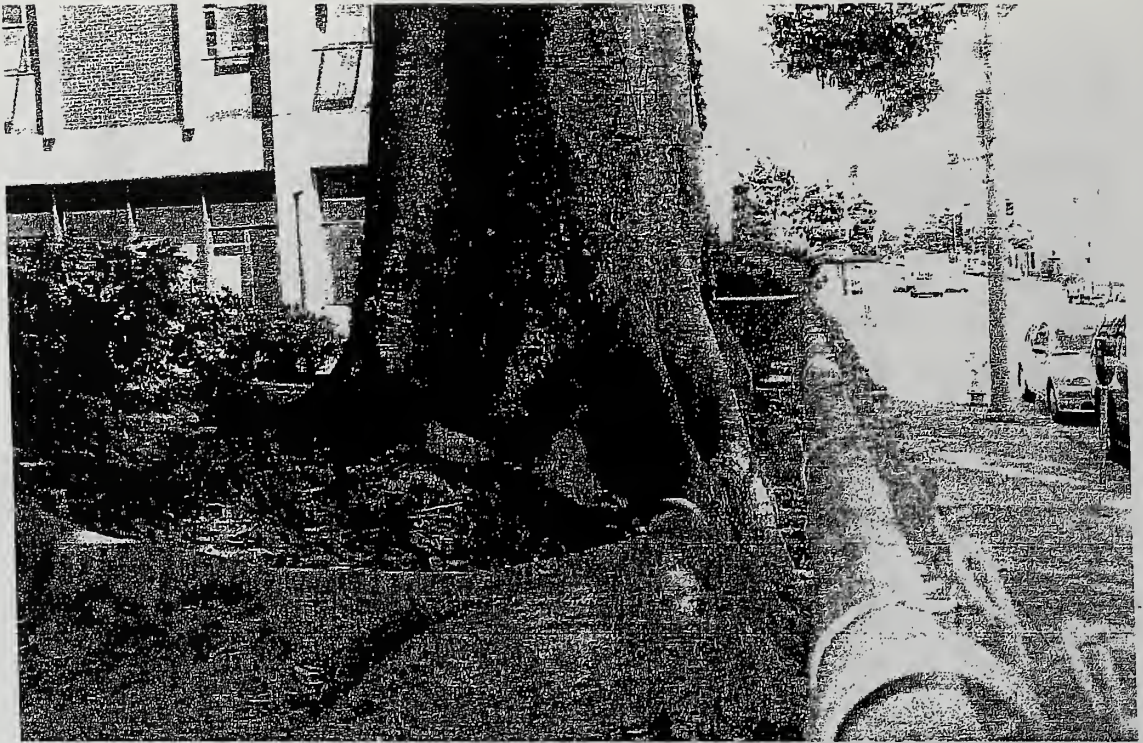
Please attach **optional** supporting documents such as letters, arborist report, etc.

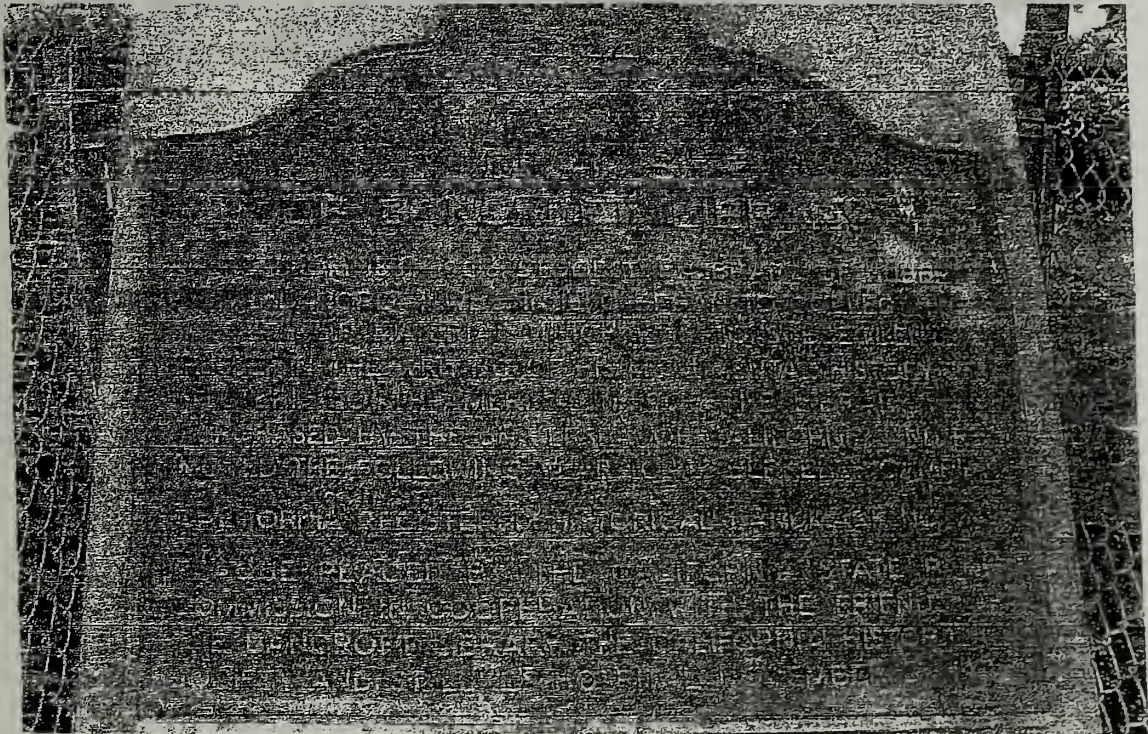
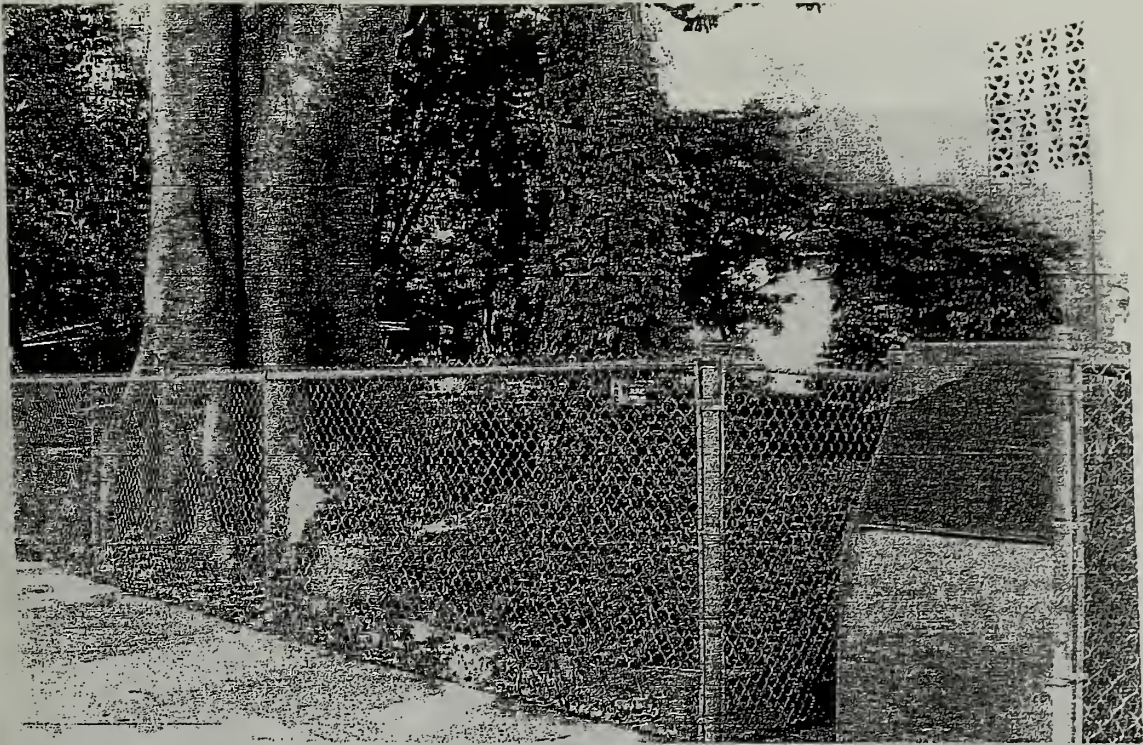
Send to: Urban Forestry Council, c/o Grace Ma, 11 Grove Street, San Francisco, CA 94102
OR grace.ma@sfgov.org

Any information you submit will be part of the public record.

The Public Records Act defines a "public record" broadly to include "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics." Govt. Code § 6252(e). The Sunshine Ordinance defines "public information" as the content of "public records" as defined in the Public Records Act. Admin Code § 67.20(b). Pursuant to the Public Records Act and Sunshine Ordinance, this document is a public record and will be available to the public upon request, at the hearing site, at the San Francisco Main Library, and on the Urban Forestry Council's website. Admin Code §§ 8.16, 67.7 (b), and 67.21(a).

Application received date _____	Received by _____
Tree evaluation form _____	UFC recommendation date _____
Board of Supervisors Decision _____	
Landmark Tree # _____	Title recorded date _____







Report of Findings for the Blue Elderberry on Folsom Street

The Landmark Tree Committee of the Urban Forestry Council met on Tuesday Nov 13, 2007 and considered the nomination for Landmark Status of the Blue Elderberry (*Sambucus mexicana*) on Folsom Street at Bernal Heights Blvd.

The committee voted unanimously to recommend landmark status. The vote was 4-0.

The committee members voted for recommendation of landmark status, found that the tree met standards that would merit Landmark Tree Status. These standards included:

- The tree is an uncommon tree in San Francisco
- The tree was of extreme natural historical significance as being a genetic and naturally-occurring remnant of the original San Francisco forest
- The tree is large and of advanced age for its species
- The tree had neighborhood appreciation
- The tree is in a high traffic area and is accessible from a public right of way
- The tree provided habitat and food for multiple varieties of wildlife, including indigenous species
- The tree was a prominent landscape feature occurring in an area of low tree density.
- The tree had character-defining form.

Respectfully submitted,

Mike Boss

Chair, Landmark Tree Committee of the Urban Forestry Council



Urban Forestry Council Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mei Ling Hui

Date of evaluation: 11/8/07

Scientific name: Sambucus mexicana

Common name: Blue Elderberry

Street address: Bernal Height Natural Area/Bernal Heights Park

Cross streets: None

Rare: ☒ Rare ☐ Uncommon ☐ Common ☐ Other

Comment: As these plants require much open space due to their low growing form, there are not many places in the city where they can grow. There are approx 30 of these trees growing in the Presidio. I know of now other location of these trees in San Francisco proper, they are exceeding rare in the city. These trees are also difficult to propagate.

Size: ☐ Large ☒ Medium ☐ Small

Comment: This is a small tree. It is approx 25' tall and 25' wide. It is a mutli trunk tree, the branches of which range from about 6" caliper to about 1' caliper. It is a large tree for its species.

Age: ☒ Significantly advanced ☐ Not significantly advanced

Comment: This tree is large for the type of tree it is and likely is significantly advanced in age. These trees usually live to be about 35 years old, this one appears as a large specimen in a photo from 1948. The tree is believed to have begun growing sometime between the late 30's and early 40's according to Barbara Pistchel of the California Native Plant Society.

Historical Association: ☒ Yes ☐ None apparent

Describe nature of appreciation: This tree appears to have grown here naturally, a volunteer. If it did so it may predate settlement in the area.

Ethnic appreciation: ☒ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: None apparent. Though the type was well used by early settlers in the area: wood for tools, musical instruments, syringes. Bark for baskets and bags. Roots as a laxative. Buds as a poultice for sunstroke. Flowers burned for incense and to induce sweating. The fruit is edible and often made into jams, jellies and the like.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

2

Neighborhood appreciation: ☒ Yes ☐ None apparent

Describe: Upon conduction research for this tree many groups expressed interest in it due to it location. Native Plants groups are also interested in this tree. Bernal Heights groups are interested in this tree.

Planting defines neighborhood character: ☒ Yes ☐ No

Describe contribution: In a sense it does as lives in a large open or natural area. It is a native plant, one of few that survive in the city.

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Describe coverage: None that I know of.

High traffic area: ☒ Yes ☐ No

Describe: The tree is less than 4' from the street leading that leads around the park. It has possible traffic calming effects as it lives approx. 50' from a parking area and a crosswalk.

Low tree density: ☒ Low ☐ Moderate ☐ High

Describe: Tree density is low on the hill and in the park. Tree exists in a neighborhood with very few trees.

Extends between multiple properties: ☐ Yes ☒ No

Describe: No. It is a public tree because it is a park tree and is so shared among neighbors but it rests solely in park land.

Accessible from public right-of-way: ☒ Yes ☐ No

Describe: Tree is less than 4' from the street.

Important wildlife habitat: ☒ Yes ☐ No

This is perhaps the tree's most important feature. It is an important wildlife tree which provides food and shelter for many birds and other wildlife. B Pitschel informs me that the tree does produce fruit and flower.

Interdependent group of trees: ☐ Yes ☒ No

No

Erosion control: ☒ Yes ☐ No.

Describe: Possibly. The tree is on a hill that levels for the road way and begins again below it.

Wind or sound barrier: ☐ Yes ☒ No

Describe: Tree could possibly reduce some wind but there is nothing for it to protect.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

3

Prominent landscape feature: ☐ Yes ☒ No

Describe, attach photo if possible: Tree is small.

Character-defining form: ☒ Yes ☐ No

Describe: Tree is very indicative of how this tree grows naturally.

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Describe: I don't believe the tree poses a hazard. The tree requires attention and work to prune and clear away the blackberry bushes that have overgrown it. It could be an attractive landscape feature if it is given the care it requires. The Bernal Hilltop Native Grassland Restoration Project have informed me of their plan to begin work on removing the blackberry from the tree and the area surrounding it next Sunday for their monthly work-party.

Additional comments

According to Charles R. Hatch in his recently-published University of California Press Book *Trees of the California Landscape: a Photographic Manual of Native and Ornamental Trees*, the estimated longevity of this species is about 35 years, after which it loses vigor. Considering that this specimen is at least 60 years old, still flowering and fruiting in its season, and a species native to the city, we think in its old age (even though it is in its senescent period), it deserves to be recognized and honored. For your information, I will quote some excerpts from the Hatch book to give you a better idea of the nature of this tree and its preferred habitats.

"Deciduous. Native to western U.S. from the Rocky Mountains to British Columbia, usually in moist soils near streams in mountain and foothill canyons and open valleys. Growth rate initially fast to 10-30' tall by 8-20' wide, forming an irregular, broad-spreading canopy, with many trunks or with a large main trunk and many vigorous, thin branches covered by dense foliage. ... An important habitat plant, providing food and cover for birds and other wildlife. Seldom cultivated, but with careful pruning can develop strong trunks as a flowering and fruiting garden tree or large shrub. Naturally quite sprawling and rarely attains great size. Hardy and tolerates heat and poor, wet soils. Longevity estimated to be about 35 years, then loses vigor. ..."

I would recommend this tree for Landmark status based on the habitat it is able to provide, its extremely rarity in the city and the fact that it is a native tree. This area is a good application for this type of tree and so this tree should be preserved.





Bernal Heights Natural Area - Blue Elderberries

1 [Landmark Designation Nomination for tree located in Bernal Heights Natural Area]

2
3 Resolution of intent initiating the nomination of the Blue Elderberry Tree (*Sambucus*
4 *Mexicana*) located at Folsom Street and Bernal Heights Boulevard in Bernal Heights
5 Natural Area (Assessor's Block 5548, Lot 002) for landmark tree status pursuant to
6 Public Works Code Section 810(b), acknowledging temporary designation pursuant to
7 Public Works Code Section 810(d), and authorizing other official acts in furtherance of
8 the Resolution.

9
10 WHEREAS, Trees provide numerous environmental and social benefits such as
11 reducing stormwater runoff, reducing energy use, reducing air pollution, improving air quality,
12 increasing property values and providing wildlife habitat; and

13 WHEREAS, The Board of Supervisors passed Ordinance Number 17-06, amendment
14 to Public Works Code Section 810, landmark trees, significant trees, and penalties for
15 violation in support of a landmark tree program, and a copy of said Ordinance is on file with
16 the Clerk of the Board of Supervisors in file number 051458 which is incorporated herein by
17 reference; and,

18 WHEREAS, The Board of Supervisors adopted the Urban Forestry Council's landmark
19 tree designation criteria, forms and procedures in Resolution Enacted Number 440-06. A
20 copy of said Resolution is on file with the Clerk of the Board of Supervisors file number
21 060487 which is incorporated herein by reference on file with the Clerk of the Board of
22 Supervisors in File No. 071475, which is hereby declared to be a part of this resolution as if
23 set forth fully herein on file with the Clerk of the Board of Supervisors in File No. 071475,
24 which is hereby declared to be a part of this resolution as if set forth fully herein; and,
25

1 WHEREAS, The Blue Elderberry tree located in Bernal Heights Natural Area, pictures
2 of which are on file with the Clerk of the Board of Supervisors in file number 071475, is a rare
3 species in San Francisco, is large for the species, and serves as an important wildlife habitat
4 and is in good condition; and,

5 WHEREAS, That the tree is a naturally occurring remnant of our native local ecology,
6 part of the old San Francisco forest having a link to our native history: now, therefore, be it

7 RESOLVED, That the Board, pursuant to Public Works Code Section 810(b), hereby
8 adopts this resolution of intent to initiate landmark tree designation for the Blue Elderberry
9 tree located in Bernal Heights Natural Area (Assessor's Block 5548, Lot 002) and
10 acknowledges the temporary designation of such tree for landmark status pursuant to Public
11 Works Code Section 810(d); and, be it

12 FURTHER RESOLVED, That the Board urges the Director of Public Works to
13 immediately notify the Recreation and Park Department of the pending nomination inform
14 said department of special approval requirement for removal of landmark trees under Public
15 Works Code 810(f) if such notification has not yet occurred.



City and County of San Francisco

Tails

Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 071475

Date Passed:

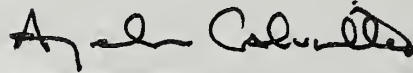
Resolution of intent initiating the nomination of the Blue Elderberry Tree (*Sambucus mexicana*) located at Folsom Street and Bernal Heights Boulevard in Bernal Heights Natural Area (Assessor's Block 5548, Lot 002) for landmark tree status pursuant to Public Works Code Section 810(b), acknowledging temporary designation pursuant to Public Works Section 810(d), and authorizing other official acts in furtherance of the Resolution.

October 30, 2007 Board of Supervisors — ADOPTED

Ayes: 11 - Alioto-Pier, Ammiano, Chu, Daly, Dufty, Elsbernd, Maxwell,
McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 071475

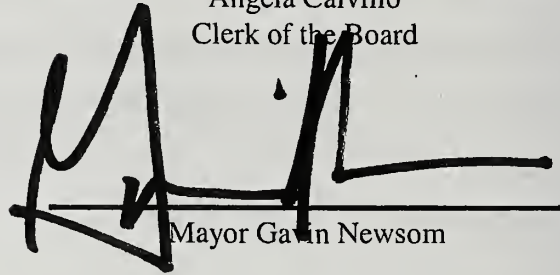
I hereby certify that the foregoing Resolution
was ADOPTED on October 30, 2007 by the
Board of Supervisors of the City and County
of San Francisco.



Angela Calvillo
Clerk of the Board

11/7/2007

Date Approved



Mayor Gavin Newsom

SAN FRANCISCO URBAN FORESTRY COUNCIL

Landmark Tree Nomination Form

Disclaimer: Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?

- An authorized nominator is a Supervisor, head of a City department or agency, Planning Commissioner, Landmarks Preservation Advisory Board member, or property owner.
- The Board of Supervisors, Planning Commission, Landmarks Preservation Advisory Board and the head of a City department or agency may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

I am one of the following authorized nominators

- ☐ Property owner
- ☒ Board of Supervisor member
- ☐ Head of a city department or agency
- ☐ Planning Commission member
- ☐ Landmarks Preservation Advisory Board member

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department, Property Owner):

Tom Ammiano

Name

1 Dr. Carlton B. Goodlett Place Room 244

Address

San Francisco, CA 94102

Address

415-554-5144

Phone (day)

415-544-5163

Fax #

Tom.Ammiano@sfgov.org

Email

Property owner:

Name

Address

Address

Phone (day)

Fax #

Email

Member of the public who initiated nomination
(if applicable):

Mike Boss

Name

1615 Cortland Ave.

Address

San Francisco, CA 94110

Address

415-559-0113

Phone (day)

Fax #

Mboos@rockandrose.com

Email

I am an authorized nominator and I support this nomination.

Signature

Date

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Signature

Date

TREE DESCRIPTION

Tree name (species and common name): Sambucus mexicana – Blue Elderberry

Number of trees: 1

Street address: Folsom at Bernal Heights Blvd.

Location of Tree: ☐ Front yard ☐ Rear yard ☐ Side yard ☐ Corner-side yard

☐ Public right-of-way ☒ Public lands ☐ Not sure

☐ Other: _____

GPS units (OPTIONAL): _____

Height 20 feet

Average canopy width¹ 17 feet

Circumference at chest level² _____ inches

Circumference at ground level³ _____ inches

1 Distance from one edge to opposite edge of tree canopy

2 Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

3 Distance around trunk on the ground where the trunk meets the soil.

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. If you need more space to describe the tree, please attach additional sheets.

Rarity: ☒ Rare ☐ Uncommon ☐ Common ☐ Other

Unusual species in San Francisco. Also consider rarity in California, North America, world.

Comment: Rare in San Francisco

Size: ☒ Large ☐ Medium ☐ Small

Notable size (height, diameter, canopy width) compared to other trees of the same species.

Comment: Large for species

Age: Significantly advanced age for this species (known or estimated).

Comment: Unknown

Historical Association: ☒ Yes ☐ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: tree is a naturally occurring remnant of our native local ecology, part of the old San Francisco forest

Ethnic appreciation: ☒ Yes ☐ None apparent

Particular value to certain ethnic groups in neighborhood or city.

Describe nature of appreciation: Possible attachment to Native American population

Neighborhood appreciation: ☐ Yes ☒ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: _____

Planting defines neighborhood character: ☐ Yes ☒ No

Contributes to neighborhood aesthetic.

Describe contribution: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received print, internet, and/or video media coverage. **Attach documentation** if appropriate.

Describe coverage: _____

High traffic area: ☐ Yes ☒ No

High visibility, possible traffic calming effect.

Describe: Though located next to a street, this is not a high traffic area

Low tree density: ☒ Low ☐ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Extends between multiple properties: ☐ Yes ☒ No

High visibility, multiple neighbors share tree.

Describe: Located in Bernal Heights Park

Accessible from public right-of-way: ☒ Yes ☐ No

High visibility.

Describe: _____

Important wildlife habitat: ☒ Yes ☐ No

Wildlife shelter and/or food (observed or potential). Describe and be as specific as possible. Tree is located in a park which is a habitat for a variety of wildlife

Interdependent group of trees: ☐ Yes ☒ No

This tree forms a supercanopy and removing it may have an adverse impact on adjacent trees.

Describe: _____

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☐ Yes ☒ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Prominent landscape feature: _____ Yes _____ **X** No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Character-defining form: _____ **X** Yes _____ No

Tree is an example of good form for its particular species.

Describe: _____

Tree condition: _____ **X** Good _____ Poor _____ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____

Additional comments

If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (below). It is acceptable if you cannot provide some of the information requested on this form.

A photograph of the tree must be submitted with this form.

Please attach **optional** supporting documents such as letters, arborist report, etc.

Send to: Urban Forestry Council, c/o Grace Ma, 11 Grove Street, San Francisco, CA 94102
OR grace.ma@sfgov.org

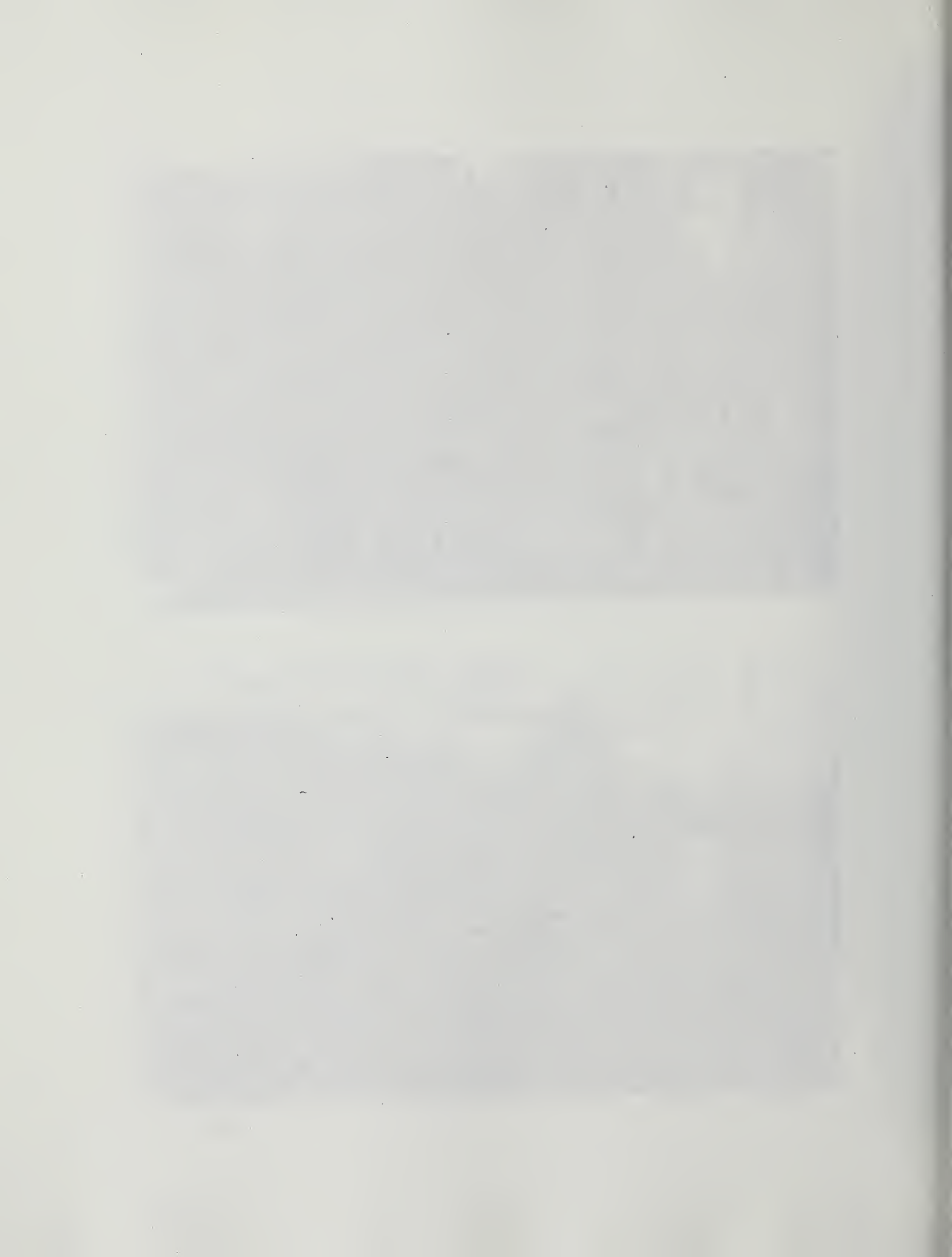
Any information you submit will be part of the public record.

The Public Records Act defines a "public record" broadly to include "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics." Govt. Code § 6252(e). The Sunshine Ordinance defines "public information" as the content of "public records" as defined in the Public Records Act. Admin Code § 67.20(b). Pursuant to the Public Records Act and Sunshine Ordinance, this document is a public record and will be available to the public upon request, at the hearing site, at the San Francisco Main Library, and on the Urban Forestry Council's website. Admin Code §§ 8.16, 67.7 (b), and 67.21(a).

Application received date _____	Received by _____
Tree evaluation form _____	UFC recommendation date _____
Board of Supervisors Decision _____	
Landmark Tree # _____	Title recorded date _____







CNPS Yerba Buena Chapter

September 17, 2007

Supervisor Tom Ammiano
District 9
City Hall, Room 224
1 Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Dear Tom:

We are writing as representatives of the California Native Plant Society, Yerba Buena Chapter, in support of your nomination of the blue elderberry tree (*Sambucus mexicana*) at the northwest corner of Folsom Street and Bernal Heights Boulevard for Landmark Tree status.

This beautiful neighborhood icon is a representative of a species native to San Francisco. It has been growing on the site for considerably more than sixty years. It is visible as a large specimen in a 1948 aerial photograph, and it may well also be present in a 1938 aerial photograph, although we cannot identify it with certainty. Blue elderberries provide excellent habitat for birds and other wildlife.

We request that, in the process of landmarking trees on public land, a protocol be followed whereby the agency responsible for management of that land be included in the decision-making process.

Thank you for your thoughtful recognition of one of the valuable natural resources within your district.

Yours sincerely,

Roland & Barbara Pitschel
California Native Plant Society
Yerba Buena Chapter
Board Members

cc: San Francisco Board of Supervisors
San Francisco Department of the Environment, Urban Forest Council

Letters of Support E-Mailed to SFE Staff for Sambucus mexicana

On Nov 12, 2007, Barbara & Roland Pitschel wrote:

Hello Mei Ling...

Roland and I recently wrote a letter on behalf of the Board of Directors of the California Native Plant Society, Yerba Buena Chapter, in support of the nomination of the blue elderberry (*Sambucus mexicana*) near the corner of Folsom Street and Bernal Heights Boulevard for Heritage Tree status.

In answer to some of your questions, it is our conjecture that this particular specimen of a tree that is native to San Francisco has probably existed in its present location since the late 1930s or early 1940s. It is seen as a large specimen in a 1948 aerial view of Bernal Hilltop. It does not appear to be present (or it is very small) in a similar 1938 photo. It does not appear to have been there before the WPA roadcut begun in 1935 that established Bernal Heights Boulevard. It may have become established in its present site after the roadcut daylighted the groundwater seep that occurs at that part of the hill.

According to Charles R. Hatch in his recently-published University of California Press Book *Trees of the California Landscape: a Photographic Manual of Native and Ornamental Trees*, the estimated longevity of this species is about 35 years, after which it loses vigor. Considering that this specimen is at least 60 years old, still flowering and fruiting in its season, and a species native to the city, we think in its old age (even though it is in its senescent period), it deserves to be recognized and honored. For your information, I will quote some excerpts from the Hatch book to give you a better idea of the nature of this tree and its preferred habitats.

But first, I would like to say that you are right to express concern about the way the weedy Himalayan blackberry is encroaching on the tree. Some of the participants in the Bernal Hilltop Native Grassland Restoration Project work parties, which meet on the third Sunday of each month, will begin next Sunday (weather permitting) to remove some of this invasive species from around the elderberry. Perhaps other neighbors would like to help with this project. We believe that this patriarch should be respected and cared for and will endeavor to do our part.

Some quotes from the Hatch book that you might find informative: "Deciduous. Native to western U.S. from the Rocky Mountains to British Columbia, usually in moist soils near streams in mountain and foothill canyons and open valleys. Growth rate initially fast to 10-30' tall by 8-20' wide, forming an irregular, broad-spreading canopy, with many trunks or with a large main trunk and many vigorous, thin branches covered by dense foliage. ... An important habitat plant, providing food and cover for birds and other wildlife. Seldom cultivated, but with careful pruning can develop strong trunks as a flowering and fruiting garden tree or large shrub. Naturally quite sprawling and rarely attains great size. Hardy and tolerates heat and poor, wet soils. Longevity estimated to be about 35 years, then loses vigor. ..."

If we can be of additional assistance, please let us know.

Sincerely,

~Barbara & Roland Pitschel

November 11th 2007, Peter Brastow wrote:

We echo support for the Landmark status for the Blue Elderberry.

Peter Brastow
Founding Director, **Nature in the City**
San Francisco
415-564-4107
peter@natureinthecity.org

<http://www.sfwma.org>
<http://www.urbannature.org>
<http://www.ggnrabityear.org>
<http://www.natureinthecity.org>

Click on JOIN and become a member

"Conservation, viewed in its entirety, is the slow and laborious unfolding of a new relationship between people and the land."
- Aldo Leopold

On November 9, 2007, Bobbie Sue Hood wrote:

11/9/2007

Mei Ling:

Thanks for contacting me about the tree near the north parking entrance to Bernal Heights Park, which the Dept. of the Environment may potentially nominate as a heritage tree. Here are the addresses and names I promised you:

Rachel Kesel, did counts of people visiting the park a year or two ago:
rachelkesel@gmail.com, greendogwalks@gmail.com. She continues to be actively interested in the park and walks dogs there.

Barbara and Roland Pitchell are long time plant activists, with special knowledge of the park grasslands and native flora and fauna. Barbara works at the SF Arboretum in GG Park. bpandrp@peoplepc.com

I look forward to receiving more info about the hearing you are having about whether or not to name the small Blue Elderberry as an heritage tree, You described it as near the top of Folsum, just before the north parking lot. It is sad to hear that the little native species tree is over-run with blackberries. Perhaps some volunteers could help to free it if someone from your office could be present to make sure the tree is correctly identified and protected.

When I get the information about the hearing from you, I will email it to Shuli Goodman, our web site editor, for review and posting.

Best wishes,
Bobbie Sue

Bobbie Sue Hood
Bernal Heights Park Association
72 Andover Street
San Francisco, CA 94110
Telephone 415 777 5775
HMABSH@aol.com

1 [Landmark Designation Nomination for Tree Located at 1245 Masonic Avenue]

2
3 **Resolution of intent initiating the nomination of the Black Acacia Tree at 1245 Masonic**
4 **Avenue for landmark tree status pursuant to Public Works Code Section 810(b),**
5 **acknowledging the temporary designation of such tree pursuant to Public Works Code**
6 **Section 810(d), and authorizing other official acts in furtherance of this Resolution.**
7

8 WHEREAS, The Board of Supervisors adopted Ordinance No. 17-06, which amended
9 the Urban Forestry Ordinance, Public Works Code Sections 801 et seq. concerning landmark
10 and significant trees. A copy of said Ordinance is on file with the Clerk of the Board of
11 Supervisors in File No. 051458 and is incorporated herein by reference; and,

12 WHEREAS, As part of the implementation of Ordinance No. 17-06, the Urban Forestry
13 Council, after duly noticed public hearings, developed criteria and procedures for the
14 designation and removal of landmark trees and recommended that this Board of Supervisors
15 adopt such criteria and procedures. Said criteria and procedures were subsequently adopted
16 by Resolution No. 0440-06 which is on file with the Clerk of the Board of Supervisors in File
17 No. 060487 and is incorporated herein by reference; and,

18 WHEREAS, Trees provide numerous environmental, social, and economic benefits
19 such as reducing storm water runoff, reducing energy use, improving air quality, increasing
20 property values, shading for tenants, and promoting wildlife habitat; and provide residents with
21 a source of serenity in the inner city,

22 WHEREAS, The purpose of this resolution shall be to initiate landmarking proceedings
23 for one Black Acacia Tree, located on Assessor's Block [1244] Lot [005] and listed individually
24 below with corresponding photographs on File with the Clerk and referenced herein; and,

25 ///



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails Resolution

File Number: 071571

Date Passed:

Resolution of intent initiating the nomination of the Black Acacia Tree at 1245 Masonic Avenue for landmark tree status pursuant to Public Works Code Section 810(b), acknowledging the temporary designation of such tree pursuant to Public Works Code Section 810(d), and authorizing other official acts in furtherance of this Resolution.

November 20, 2007 Board of Supervisors — ADOPTED

Ayes: 10 - Alioto-Pier, Ammiano, Chu, Daly, Dufty, Elsbernd, Maxwell,
McGoldrick, Peskin, Sandoval
Absent: 1 - Mirkarimi

File No. 071571

I hereby certify that the foregoing Resolution
was ADOPTED on November 20, 2007 by the
Board of Supervisors of the City and County
of San Francisco.

11-26-07

Date Approved

Kay Gulbenkian

Angela Calvillo
Clerk of the Board

Mayor Gavin Newsom

SF URBAN FOREST COUNCIL'S Landmark Tree Evaluation Form 2007

Evaluator's Name: CAROLYN BLAIR

Date of Evaluation: November 27, 2007

Common Name: Blackwood Acacia

Street Address: 1245 Masonic Avenue

Cross Street: Haight Street

Rare: Common. San Francisco DPW started planting thousands of Blackwood Acacia street trees in the 1960s; today there is less 1% left due to development.

Size: Very large, grand size for San Francisco; only 1% of our total population of large trees, one of the largest street trees. There are other larger species near the Morton Bay Fig on Valencia and Cesar Chavez.

Age: Around 50 years of age. But not significant for its species, could live to be 70 to 100 years old. This species is a survivor, no matter how many times it is hit by a truck or van, you can't kill it – it is a good street tree for an urban setting.

Historic Significant or Association: The fact that this tree has survived particularly in this location is significant and a historic. It is part of the 1960 DPW plantings of several thousands throughout the City. These trees are part of the historic Haight Ashbury neighborhood, significant to visitors from other parts of the world. The tree's size and beauty complements the magnificent three-story Victorian homes built in the late 19th century and located on this stretch of Masonic Avenue.

Ethnic Appreciation: Don't know.

Neighborhood Appreciation: Yes! In February and June of 2007, "Long term neighbors living on Masonic Avenue wrote several letters and submitted a petition with twenty nine signatures expressing concern over the tremendous loss of this tree to the SF Board of Appeals. At two DPW hearings, compelling arguments were received and overwhelming testimony was heard that the loss of this irreplaceable tree would severely impact the neighborhood. Replacement trees, even as large as a 48" box could not compare to the size of this mature, visually appealing tree." **(Please see attachment)**

Planting Defines Neighborhood Character: Yes! It is part of a grove of trees that line Masonic Avenue.

Prominent Landscape Feature: Yes. Due to the Blackwood Acacia's size and maturity it is an outstanding group of mature street trees

Character Defining Form: Yes, Large exceptional branch structure and size.

Profiled in a publication or media: Listed in Michael Sullivan's book, The Trees of San Francisco. (P. 13) Blackwood Acacias on Masonic Avenue.

Tree Condition: Good. The fact that it is a city tree, subject to various adverse conditions, it does have some health problems as described by the Bureau of Urban Forestry. However, the experts agree that the tree does not pose an immediate hazard. The Department of Public Works has agreed to monitor this tree on a regular basis.

Accessible from public right of way: Yes, high visibility in the sidewalk with branches out over curbs.

High Traffic Area: Yes, contributes greatly to traffic calming and improving pedestrian safety.

Wind and Sound barrier: Yes, contributes to peace and quiet for residents.

Important Wildlife Habitat: Yes, bird songs great!

.....



THE SAN FRANCISCO TREE COUNCIL, INC.

May 28, 2007

Board of Appeals
1660 Mission Street, Room 3036
San Francisco, CA 94103

Re: Appeals # 07-035.

Support for DPW's decision to deny removal of one Blackwood Acacia at 1245 Masonic

Dear Commissioners,

The San Francisco Tree Council (SFTC) wholeheartedly agrees, and supports DPW's decision to *deny* removal of one significant Blackwood Acacia at 1245 Masonic Avenue, San Francisco.

"Long term neighbors living on Masonic Avenue wrote several letters and submitted a petition with 29 signatures expressing concern over the tremendous loss of this tree. At two hearings, compelling arguments were received and overwhelming testimony was heard that the loss of this irreplaceable tree would severely impact the neighborhood. Replacement trees, even as large as a 48" box could not compare to the size of this mature, visually appealing tree."

"Due to the significant loss the removal of the tree would pose to the neighborhood, the application to remove the tree is denied." *Fred V. Abadi, Ph.D., Director of Public Works*

This beautiful, majestic tree, enjoyed by the *entire* neighborhood, and one of the last few mature trees on the block, that cleans the air 60% more than a saplings, buffers traffic noise and pollution, is traffic calming, increasing pedestrian safety on this dense traffic corridor -- outweighs the luxury of *one* private covered parking space, in a transit first City, concerned with increasing our quality of life, protecting our human well being as well as our Cities economic health and safety.

Please uphold DPW's wise decision to preserve this valuable resource and deny appeal for removal.

Sincerely yours,

CAROLYN BLAIR, Executive Director
2310 Powell Street, Suite 305
San Francisco, CA 94133
sftreecouncil@dslextrreme.com
415-982-8793

Member: SF Urban Forest Council,
SF UFC Landmark Tree Committee,
CSFN Open Space Advisor Committee

WORKING TOGETHER TO PRESERVE & PROTECT OUR COMMUNITY URBAN FOREST,
FOR NOURISHMENT FOR THE SOUL, CONSOLATION FOR THE HEART
AND INSPIRATION FOR THE MIND

Name: William O. Romano
Address: 1243 Masonic Ave.
Date: S.F. CA 94117
11/28/07

To: Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102
Mei Ling Hui, meiling.hui@sfgov.org
Rick Galbreath, rickgalbreath@sfgov.org

Dear Landmark Tree Committee members;

I am writing to request that the tree in front of the property at 1245 Masonic St. be denied landmark status. This tree along with others of its specie on our street is not popular due to the many leaves, and blossoms it drops throughout the year. The blossoms, when not swept up create a hazard walking down the hill when they are wet. The tree is also potentially hazardous due to its age, decay and the fact that others have recently fallen on our street, one at 1239 Masonic and 1253 Masonic. .

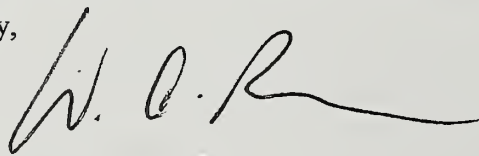
Why has this tree been recommended for land mark status when others on the street are larger and there are many other black wood acacia trees along Haight St and in other neighborhoods? I understand that the owner of the property at 1245 Masonic has been given the right to remove the tree by the appeal board and this nomination process may further deny him this right and prevent the planting of two replacement trees of 4 ft by 4 ft size.

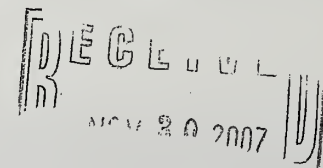
To land mark this tree is an affront to the land marking process for the following reasons:

- 1) This tree is not a unique species, but rather an acacia, prone to fall over in winds.
- 2) The tree has structural problems that may make it a liability to the city, property owners, pedestrians and cars nearby.
- 3) There are several other worthy trees on the street or in the neighborhood.
- 4) It has no historical or ethic association that I am aware of.
- 5) It harbors no wildlife.

Please do not landmark this tree, but provide the owner his right under law to remove and replace the tree with two new trees of notable size as he has agreed to do.

Sincerely,


William O. Romano



Name: William C. Thompson
Address: 1243 Masonic Ave.
Date: S.F. CA 94117.

11/28/07

To: Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102
Mei Ling Hui, meiling.hui@sfgov.org
Rick Galbreath, rickgalbreath@sfgov.org

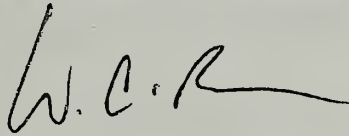
Dear Landmark Tree committee members,

Please do not recommend the tree in front of 1245 Masonic Ave as a landmark tree. I live on the block and these blackwood acacia trees are not popular here. They are messy when they bloom, and are an allergy source to me. Two of these trees have fallen over in the winter storms recently and the tree in question has structural weaknesses.

Although this particular tree is nice looking, it is certainly not the best example of this specie and two other trees on the block are bigger. The recommendation to landmark this tree is suspect and I believe a political attempt to block the owner of the property from improving the neighborhood by adding a new foundation and garage. In addition the owner plans to replace the tree with two new 4 ft by 4 ft trees which will certainly add greenery and offset any ill effects of removing the old tree.

It seems to me there are many other trees in San Francisco worthy of landmark status. The landmark process was not developed to become a neighborhood political tool but rather to ensure worthy trees are protected for future generations. Please refuse to recommend this tree for landmark status.

Sincerely,



William C. Thompson

Name: *Fabian Lombard*
Address: *1260 Masonic Av.*
Date: *11/28/2007*

To: Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102
Mei Ling Hui, meiling.hui@sfgov.org
Rick Galbreath, rickgalbreath@sfgov.org

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Why has this tree been recommended for land mark status when others on the street are larger and there are many other black wood acacia trees along Haight St and in other neighborhoods? I understand that the owner of the property at 1245 Masonic has been given the right to remove the tree by the appeal board and this nomination process may further deny him this right and prevent the planting of two replacement trees of 4 ft by 4 ft size.

To land mark this tree is an affront to the land marking process for the following reasons:

- 1) This tree is not a unique species, but rather an acacia, prone to fall over in winds.
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- 4) It has no historical or ethic association that I am aware of.
- 5) It harbors no wildlife.

Please do not landmark this tree, but provide the owner his right under law to remove and replace the tree with two new trees of notable size as he has agreed to do.

Sincerely,



RECEIVED

NOV 30 2007

BY: _____

Name: MARCUS CARLSON
Address: 1253 MASONIC ST
Date: 11/29/07

To: Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102
Mei Ling Hui, meiling.hui@sfgov.org
Rick Galbreath, rickgalbreath@sfgov.org

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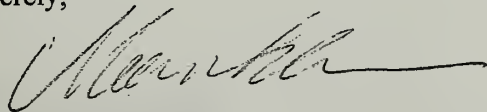
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Please do not landmark this tree, but provide the owner his right under law to remove and replace the tree with two new trees of notable size as he has agreed to do.

Sincerely,



RECEIVED

NOV 30 2007

BY: _____

Name: WILLIAM SPENCER
Address: 1265C MASONIC AVE.
Date: 12/27/07

To: Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102
Mei Ling Hui, meiling.hui@sfgov.org
Rick Galbreath, rickgalbreath@sfgov.org

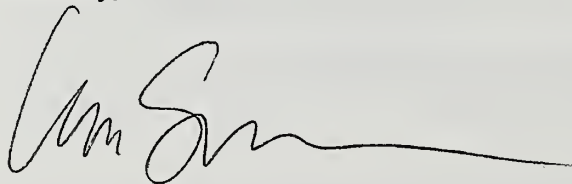
Dear Landmark Tree committee members,

Please do not recommend the tree in front of 1245 Masonic Ave as a landmark tree. I live on the block and these blackwood acacia trees are not popular here. They are messy when they bloom, and are an allergy source to me. Two of these trees have fallen over in the winter storms recently and the tree in question has structural weaknesses.

Although this particular tree is nice looking, it is certainly not the best example of this specie and two other trees on the block are bigger. The recommendation to landmark this tree is suspect and I believe a political attempt to block the owner of the property from improving the neighborhood by adding a new foundation and garage. In addition the owner plans to replace the tree with two new 4 ft by 4 ft trees which will certainly add greenery and offset any ill effects of removing the old tree.

It seems to me there are many other trees in San Francisco worthy of landmark status. The landmark process was not developed to become a neighborhood political tool but rather to ensure worthy trees are protected for future generations. Please refuse to recommend this tree for landmark status.

Sincerely,



RECEIVED

NOV 30 2007

BY: _____

92

Mrs. Claudia M. Abernathy
1309 Waller St
San Francisco, Ca
94117

Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102

Dear Landmark Tree Committee,

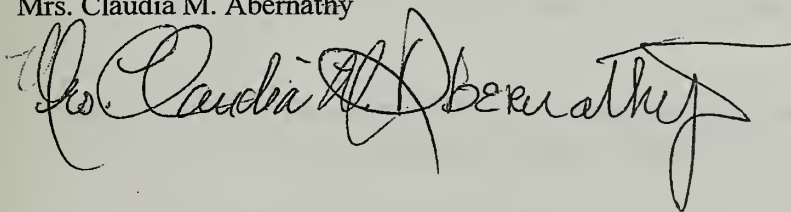
I request the landmark nomination for the tree at 1245 Masonic Ave be denied. My house is near the corner of Waller and Masonic and can see the tree from my window. This tree is not particularly significant in my opinion and certainly not worthy of the landmark status which should be reserved for the finest of our trees.

I sometimes traverse Masonic St down the hill on my way to the panhandle to walk my dog. With my arthritis it is often the case that I must also go to Buena Vista park as the path is more level. I can't imagine why a tree of this specie with its frequent droppings would be landmarked as it certainly would be a hazard to me in the event that I walked to Haight St.

I have been informed that this tree has significant structural weaknesses which could make it susceptible to falling in the winter as two other trees have on this block. Please deny this tree landmark status and provide me with the assurance that my safety and the safety of others in the neighborhood is of more importance.

Sincerely,

Mrs. Claudia M. Abernathy

A handwritten signature in cursive script, appearing to read "Claudia M. Abernathy". The signature is fluid and somewhat stylized, with the first and last names being more prominent than the middle initial.

RECEIVED

NOV 30 2007

BY: _____

Name: WM A. SPENCER
Address: 1265 C MASONIC SF 94117
Date: 11/28/07

To: Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102
Mei Ling Hui, meiling.hui@sfgov.org
Rick Galbreath, rickgalbreath@sfgov.org

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Why has this tree been recommended for land mark status when others on the street are larger and there are many other black wood acacia trees along Haight St and in other neighborhoods? I understand that the owner of the property at 1245 Masonic has been given the right to remove the tree by the appeal board and this nomination process may further deny him this right and prevent the planting of two replacement trees of 4 ft by 4 ft size.

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Please do not landmark this tree, but provide the owner his right under law to remove and replace the tree with two new trees of notable size as he has agreed to do.

Sincerely,



Name: Philip Gedarovich
Address: 1285 Waller St,
Date: 11/28/2007

To: Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102
Mei Ling Hui, meiling.hui@sfgov.org
Rick Galbreath, rickgalbreath@sfgov.org

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It seems to me there are many other trees in San Francisco worthy of landmark status. The landmark process was not developed to become a neighborhood political tool but rather to ensure worthy trees are protected for future generations. Please refuse to recommend this tree for landmark status.

Sincerely,



Name: Lynn SCHER
Address: 170 GARCIA AVE
Date: SAN FRAN. CA 94117
12/1/07

To: Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102
Mei Ling Hui, meiling.hui@sfgov.org
Rick Galbreath, rickgalbreath@sfgov.org

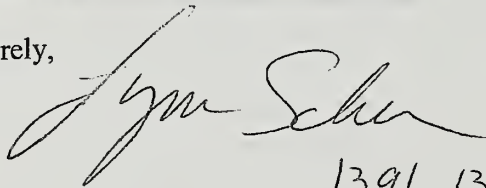
Dear Landmark Tree committee members,

Please do not recommend the blackwood acacia tree in front of 1245 Masonic Ave as a landmark tree. I own a property on this block and believe approving this nomination may set a bad precedent for nominating others on block or other trees in similar circumstances. Landmarking a tree in front of a property without the owner's agreement represents a taking of property rights and further erodes the confidence of citizens to plant additional trees.

I believe the owner should have a right to replace the structurally damaged tree with two new 4 ft by 4 ft trees which will certainly add greenery and offset any ill effects of removing the old tree.

It seems to me there are many other trees in San Francisco worthy of landmark status. The landmark process was not developed to become a neighborhood political tool but rather to ensure worthy trees are protected for future generations. Please refuse to recommend this tree for landmark status.

Sincerely,



1391, 1399 Naipus St.
1200, 1206, 1210 Masonic Ave

RECEIVED

NOV 29 2007

E. David Keller
1315 Waller St
San Francisco, Ca
94117

BY: 

Mei Ling Hui

Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102

Dear Landmark Tree Committee,

I reside on Waller St in clear view of the trees along Masonic Ave. I have been informed that a blackwood acacia tree 1245 Masonic Ave has been nominated for landmark tree status. I am also aware that the owner of the property, Mr. Stephen B. Haigh does not desire the tree to be land marked, was granted the right to remove it by the appeal board, and plans to replace it with two large trees.

I request the landmark nomination be denied. The acacia tree is a messy tree and often this sidewalk is covered with tree blossoms when the trees are in bloom which causes a hazard as pedestrians walk toward Haight St. Two of these trees fell in the winter storms recently and I have been informed the tree in question has structural weaknesses.

I am surprised that a tree such as this with no significant attributes, certainly not the largest, and of which there are many others of its specie would be nominated for landmark status. The only conclusion that can be made is that this tree has become a divisive factor for the neighborhood and that the landmark process has become politicized. Please do the right thing, provide the owner, Mr. Haigh with his just course and bring reconciliation to the neighborhood by refusing to recommend this tree for landmark status.

Sincerely,



E. David Keller

Name: Antonio Signorini
Address: 1244 Masonic St apt 94117
Date: 11-26-07

To: Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102
Mei Ling Hui, meiling.hui@sfgov.org
Rick Galbreath, rickgalbreath@sfgov.org

RECEIVED

NOV 29 2007

BY: Mei Ling Hui

Dear Landmark Tree Committee members;

I am writing to request that the tree in front of the property at 1245 Masonic St. be denied landmark status. This tree along with others of its specie on our street is not popular due to the many leaves, and blossoms it drops throughout the year. The blossoms, when not swept up create a hazard walking down the hill when they are wet. The tree is also potentially hazardous due to its age, decay and the fact that others have recently fallen on our street, one at 1239 Masonic and 1253 Masonic. .

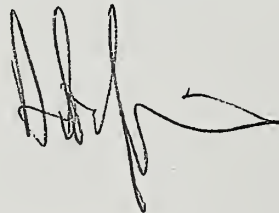
Why has this tree been recommended for land mark status when others on the street are larger and there are many other black wood acacia trees along Haight St and in other neighborhoods? I understand that the owner of the property at 1245 Masonic has been given the right to remove the tree by the appeal board and this nomination process may further deny him this right and prevent the planting of two replacement trees of 4 ft by 4 ft size.

To land mark this tree is an affront to the land marking process for the following reasons:

- 1) This tree is not a unique species, but rather an acacia, prone to fall over in winds.
- 2) The tree has structural problems that may make it a liability to the city, property owners, pedestrians and cars nearby.
- 3) There are several other worthy trees on the street or in the neighborhood.
- 4) It has no historical or ethic association that I am aware of.
- 5) It harbors no wildlife.

Please do not landmark this tree, but provide the owner his right under law to remove and replace the tree with two new trees of notable size as he has agreed to do.

Sincerely,



Name:

Address:

Date:

Hank Nguyen

1222 Masonic Ave


11/26/07

To: Urban Forestry Council,
Landmark Tree Committee
11 Grove St.
San Francisco, Ca.
94102
Mei Ling Hui, meiling.hui@sfgov.org
Rick Galbreath, rickgalbreath@sfgov.org

RECEIVED

NOV 29 2007

BY:

 Mei Ling Hui

Dear Landmark Tree committee members,

Please do not recommend the tree in front of 1245 Masonic Ave as a landmark tree. I live on the block and these blackwood acacia trees are not popular here. They are messy when they bloom, and are an allergy source to me. Two of these trees have fallen over in the winter storms recently and the tree in question has structural weaknesses.

Although this particular tree is nice looking, it is certainly not the best example of this specie and two other trees on the block are bigger. The recommendation to landmark this tree is suspect and I believe a political attempt to block the owner of the property from improving the neighborhood by adding a new foundation and garage. In addition the owner plans to replace the tree with two new 4 ft by 4 ft trees which will certainly add greenery and offset any ill effects of removing the old tree.

It seems to me there are many other trees in San Francisco worthy of landmark status. The landmark process was not developed to become a neighborhood political tool but rather to ensure worthy trees are protected for future generations. Please refuse to recommend this tree for landmark status.

Sincerely,



[Landmark Designation nomination for Mary Ellen Pleasant Trees located at 1661 Octavia Street.]

Resolution of intent initiating the nomination of the mature blue gum (*Eucalyptus globulus*) trees located at 1661 Octavia Street (Assessor's Block 647 lot 002) for landmark tree status pursuant to Public Works Code Section 810(b), acknowledging the temporary designation of such tree pursuant to Public Works Section 810(d), and authorizing other official acts in furtherance of the Resolution.

WHEREAS, a landmark tree is a tree on private or public property that has special characteristics including size, age, historical significance, and cultural value; and,

WHEREAS, Mary Ellen Pleasant planted the trees at 1661 Octavia Street giving them an important historical association; and,

WHEREAS, Mary Ellen Pleasant, was a significant figure in San Francisco's history. Ms Pleasant was a 19th Century female entrepreneur of partial African descent who used her fortune to further abolition. She worked on the Underground Railroad across many states and then helped bring it to California during the Gold Rush Era. She was a friend and financial supporter of John Brown and well known in abolitionist circles. After the Civil War she took her battles to the courts and won several civil rights victories, one of which was cited and upheld in the 1980's and resulted in her being called, "The Mother of Human Rights in California"; and,

WHEREAS, Landmark trees have an especially prominent and beautiful visual impact and are of notable size; and,

WHEREAS, these trees have been profiled in print and other media coverage, including The Trees of San Francisco by Michael Sullivan; and,

WHEREAS, The Board of Supervisors passed Ordinance Number 17-06, an amendment to Public Works Code - Sections 801, landmark trees, significant trees, and penalties for violations

1 in support of a landmark tree program a copy of said Ordinance is on file with the Clerk of the
2 Board of Supervisors in file number 051458 which is incorporated herein by reference; and,

3 WHEREAS, The City's Urban Forestry Council developed landmark tree designation
4 criteria, forms, and procedure and the Board of Supervisors, in Resolution Enacted Number 440-
5 06, adopted said criteria. A copy of such Resolution is on file with the Clerk of the Board of
6 Supervisors file Number 060487 which is incorporated herein by reference; and, be it

7 RESOLVED, The Board, pursuant to Public Works Code Section 810(b), hereby
8 adopts this Resolution of intent to initiate landmark tree designation for the mature blue gum
9 (Eucalyptus globulus) trees located at 1661 Octavia Street (Assessor's Block 647 lot 002), and
10 acknowledges the temporary designation of such tree for landmark tree status pursuant to Public
11 Works Code Section 810(d); and, be it,

12 FURTHER RESOLVED, The Board directs the Clerk to forward this Resolution and
13 accompanying documents contained in the file to the Urban Forestry Council to begin the
14 landmark tree designation process for the subject tree; and, be it,

15 FURTHER RESOLVED, The Board urges the Director of Public Works to immediately
16 notify the affected property owner of the pending nomination and inform said owner of the special
17 permit and approval requirements for removal of landmark trees under Public Works Code
18 Section 810(f) if such notification has not yet occurred.



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails

Resolution

File Number: 071405

Date Passed:

Resolution of intent initiating the nomination of the mature blue gum (*Eucalyptus globulus*) trees located at 1661 Octavia Street (Assessor's Block 647 lot 002) for landmark tree status pursuant to Public Works Code Section 810(b), acknowledging the temporary designation of such tree pursuant to Public Works Section 810(d), and authorizing other official acts in furtherance of the Resolution.

October 16, 2007 Board of Supervisors — ADOPTED

Ayes: 9 - Alioto-Pier, Ammiano, Elsbernd, Chu, Maxwell, McGoldrick, Mirkarimi,
Peskin, Sandoval

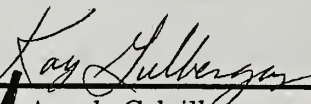
Absent: 2 - Daly, Dufty

File No. 071405

I hereby certify that the foregoing Resolution
was ADOPTED on October 16, 2007 by the
Board of Supervisors of the City and County
of San Francisco.

10/22/2007

Date Approved


Angela Calvillo
Clerk of the Board


Mayor Gavin Newsom

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

DOCUMENTS DEPT.

Friday, December 14, 2007, 10:00 a.m.

City Hall, Room 400

One Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

JAN 17 2008

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1. **Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 10:05 a.m. Present: Chair Milne; Vice-Chair Quirke, Members Blair, Boss, Cohen, Habert, Hillan, Miller, Nervo, Rodgers, Sherk and Short. Excused: Members Griswold, Marks, and Sustarich.
2. **Adoption of Minutes of the October 23, 2007 Urban Forestry Council Regular Meeting.** (Discussion and Action.) Upon Motion by Member Hillan and second by Member Cohen, the October 23, 2007 Meeting Minutes were approved without objection (Absent: Chair Milne, Members Griswold, Marks, Sherk, Short and Sustarich) (Explanatory Document: Approved Minutes of the October 23, 2007 Regular Meeting (Word) http://sfgov.org/site/sfenvironment_page.asp?id=70637).
3. **Better Streets Program as it relates to the Urban Forestry Council** (Informational Report and Discussion) (Explanatory Document: Better Streets Plan Presentation to the Urban Forestry Council (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/BetterStreetsPlanPresentation.pdf>).

Sponsor: Chair Terry Milne

Speaker: Adam Varat, Planner, City Planning Department

Mr. Varat reported that he is managing the Better Streets Plan and introduced Mr. Andres Power who would be managing the Urban Forest Master Plan. It was stated that the Better Streets Plan would include standards and guidelines on urban forest considerations, and the Urban Forest Plan would contain details such as placement, location and design considerations of street trees and other plantings. Mr. Varat presented an overview on the Planning Department's work on the Better Streets Plan discussing why a Better Streets Plan is needed, what a Better Streets Plan is, draft concepts and recommendations, urban forest considerations, current achievements, and next steps. Topics discussed included:

- Why a Better Streets Plan is needed—streets take up about 25% of the City's land and can be better utilized in order to create a more generous pedestrian environment, better landscaping, and more ecological functioning. Another major goal is to coordinate with other City agencies on standards, guidelines and practices so there is more consistency with street design.
- What is the end result for a Better Streets Plan: standards and guidelines for how to design and maintain the pedestrian environment that can be used by city agency designers, community members, and private developers.
- What will the Better Streets Plan cover: ecological and streetscape features; sidewalk and curb dimensions.

- Draft Concepts for streets types (residential, commercial, industrial, special and small streets) and sidewalk zones (edge, furnishings, throughway and frontage).
- Streetscape Design: urban forest considerations including constraints and draft recommendations:
 Objective 1: Maximize opportunities for healthy well maintained street trees and other plantings in the public right of way. Discussed issues that include (1) researching strategies to consolidate utilities and minimize impact of placement, (2) restricting driveway cuts that limit where trees can be planted; and (3) improve tree planting standards.
 Objective 2: Minimize cluttering elements in the streetscape.
 Objective 3: Use urban forest elements to give a sense of design, definition and neighborhood identity.
- Current Achievements, Next Steps and Public Process: define visions and goals (Spring 07); draft concepts (Summer 07); refined guidelines and policies (Fall 07); Draft Plan for review (Winter/Spring 08).

Detailed information can be accessed by clicking on the Better Streets Plan explanatory document presentation link above.

Council members provided recommendations that included:

- Add functional opportunities; e.g., how the ecological place can become part of the aesthetic. Reframe the definition of the place to look not just at the utilities and things we see in a place, but what goes on beneath the ground and utilities and what might have been there before the utilities and street was there as part of the design solution. Expand the kind of species and explore some of the more native species that are not usually used in San Francisco. The Better Streets Plan effort should be coordinated with all of the different City agency street plans that are being worked on (BS).
- Consider the City's Urban Design Plan that encourages street trees on corner intersections into the concept (CB).
- Preserve and maintain existing trees on streets and in new developments (JC).
- Work with other City agencies to make sure Better Street Plan recommendations are actually implemented; consider funding to implement recommendations; and consult the Urban Forest Plan on the disposition of existing street trees in the eleven neighborhood districts (DH).
- Insure implementation methods by adding Better Streets Plan recommendations to Codes, legislation, etc. (KQ).
- Representative agencies to give presentations to the Urban Forestry Council on street plans that are being implemented in order to discuss elements of design (TM).
- Submit initial draft public review documents to the Council so they can be reviewed and input can be provided into planning projects (CS).
- Council member to be directly involved with the Better Streets Plan planning process (BS).

Mr. Andres Power reported that the Urban Forest Plan that the Council approved in 2006 would be a framework to be build on with recommendations made from the Better Streets Plan. It was stated that the Urban Forest Plan would contain higher level policy recommendations and funding opportunities.

Item 6 was heard before Item 4.

- 4. Landmark Tree Nominations.** The Urban Forestry Council will hear the Landmark Tree Committee recommendations for trees nominated for landmark tree status at the following addresses: (Discussion and Action).

At the conclusion of the discussion, the Council voted on whether to approve, reject, or not take action on the nominations and adopted written findings to support its decision to forward to the Board of Supervisors.

Member Boss discussed the Council's process for landmarking trees and presented Landmark Tree Committee written findings on landmark tree nominations ((Explanatory Document: Landmark Tree Committee Written Findings for the two Flowering Ash trees, Moreton Bay Fig tree, Blue Elderberry Tree (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/WrittenFindings.pdf>) and Blackwood Acacia (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/WrittenFindings1245Masonic.doc>).

Two Flowering Ash trees (*Fraxinus ornus*) located at 500 Cortland Street in front of the Bernal Heights Library (Assessor's Block 5707, Lot 027). (Explanatory Document: Urban Forestry Council Resolutions and meeting packet Tree 1 (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res011-07-UFC500CortlandTree1FullPacket.pdf> and Tree 2 <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res012-07-UFC500CortlandTree2FullPacket.pdf>)

Public Comment: Mr. Roy Leggitt, consulting arborist, reported that he had provided a letter relaying his impression of the two Flowering Ash trees. It was stated that these trees (1) are very rare in San Francisco and in the Bay Area; (2) the only other examples that he is aware of are in Palo Alto as street trees; (3) are an unusual type of Ash tree that does not become genetically large, and these are quite large for the species; (4) do have imperfections making the tree less than ideal; but does not believe they are unsound; and (5) have an association with the Bernal Heights Library, which potentially may be a landmark building.

Member Boss reported on (1) a letter submitted by Mr. Ted Kipping, arborist, suggesting that the trees should be landmarked, and that they are among the largest of their kind in the City, and (2) a letter of support for landmarking by the Bernal Heights Neighborhood Center. Council members discussed creating correspondence directed to the Board of Supervisors suggesting their ideas for preservation of these trees.

Upon Motion by Member Hillan and second by Vice-Chair Quirke, the two Flowering Ash trees located at 500 Cortland Street were approved for recommendation for landmark tree status with findings.

VOTE: Adopted 11-0 (4 absent)

AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Hillan, Habert, Miller, Sherk, Rodgers, Short

NOES: None

ABSENT: Members Griswold, Nervo, Marks, Sustarich

Moreton Bay Fig tree (*Ficus macrophylla*) located at 3555 Cesar Chavez Street (Assessor's Block 6575, Lot 002). (Explanatory Document: Urban Forestry Council Resolution and meeting packet (PDF) [http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res013-07-](http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res013-07-UFC3555CesarChavezFullPacket(1).pdf)

[UFC3555CesarChavezFullPacket\(1\).pdf](http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res013-07-UFC3555CesarChavezFullPacket(1).pdf)).

Upon Motion by Member Blair and second by Member Boss, the Moreton Bay Fig tree located at 3555 Cesar Chavez Street was approved for recommendation for landmark tree status with findings.

VOTE: Adopted 11-0 (4 absent)

AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Hillan, Habert, Miller, Sherk, Rodgers, Short

NOES: None

ABSENT: Members Griswold, Nervo, Marks, Sustarich

Blue Elderberry Tree (Sambucus Mexicana) located at Folsom Street and Bernal Heights Boulevard in the Bernal Heights Natural Area (Assessor's Block 5548, Lot 002). (Explanatory Document: Urban Forestry Council Resolution and meeting packet (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Rcs014-07-UFCFolsomandBernalHeightsBlvdFullPacket.pdf>)

Upon Motion by Member Hillan and second by Member Cohen the Blue Elderberry Tree located at Folsom Street and Bernal Heights Boulevard in the Bernal Heights Natural Area was approved for recommendation for landmark tree status with findings.

VOTE: Adopted 11-0 (4 absent)

AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Hillan, Habert, Miller, Sherk, Rodgers, Short

NOES: None

ABSENT: Members Griswold, Nervo, Marks, Sustarich

Findings that will be part of the Urban Forestry Council Resolution endorsing landmark tree status on the above four trees can be accessed by clicking on this weblink: (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/WrittenFindings.pdf>. Resolutions will be forwarded to the Board of Supervisors for their determination of landmark tree status.

Blackwood Acacia Tree (Acacia melanoxylon) located at 1245 Masonic Avenue (Assessor's Block 1244, Lot 005) (Explanatory Documents: Urban Forestry Council Resolution (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Rcs015-07-UFC1245Masonic.pdf> and Meeting Packet (PDF) Part 1

http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2007/1245MasonicBackgroundPacketPart1.pdf and Part 2 (PDF)

http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2007/1245MasonicBackgroundPacketPart2.pdf).

Member Short requested recusal from voting as she had played an extensive role representing DPW when the tree came before them as an application for removal, at the departmental hearing, and at the Board of Appeals hearing. **Upon Motion by Member Rodgers and second by Member Hillan, Member Short was recused without objection (Absent: Members Griswold, Nervo, Marks, Sustarich).**

Public Comment

Mr. Rick Galbreath, Legislative Aide to Supervisor Ross Mirkarimi, stated that if this tree were to not be landmarked, the Board of Appeals decision would become operative, and the tree would likely be taken down. Mr. Galbreath reported that the underlying reason for removing the tree is no

longer relevant as DPW has informed him that a curb cut will not be approved for the anticipated garage. Mr. Galbreath stated that because of this reason, neighborhood appreciation, and that the tree is now more closely being monitored by DPW, they would be happy to have the tree landmarked if that would be the Council's decision.

Mr. Gabriel Berns, 1235 Masonic Avenue, discussed the 15 letters from neighborhood residents and petitions signed by 29 people saying that they would not like this tree to be removed. Mr. Berns stated that there are four Blackwood Acacia trees in that location that form a grove and are an interesting collection of trees that grace an area of historic value. Mr. Berns believes the other trees should also be considered for landmark status. It was stated that the property owner at 1245 Masonic had hired paid consultants to claim that the tree is dangerous and is likely to fall. Mr. Berns stated that the property owner wanted to remove the tree so he could build a garage, which has not been approved for construction. It was reported that Mr. Brennan, an arborist, and DPW had indicated that the tree is not in danger of immediate falling. Member Boss report that Mr. Brennan had indicated that the tree is a moderate hazard.

Mr. Keith Saggars, Volunteer, San Francisco Tree Council, stated that this tree is part of a historic planting of Blackwood Acacias planted by DPW in the City during the 1960's and 1970's that thrive in coastal conditions. The Board of Appeals granted the tree removal so an entrance to a garage could be built at the house at 1245 Masonic. The Planning Department is denying the permit to build a garage due to bay window and sidewalk encroachment. Mr. Saggars stated that the Blackwood Acacias on this block are all magnificent trees and should all be landmarked.

Mr. Stephen Haigh, property owner, 1245 Masonic, stated that the tree was approved for removal by the Bureau of Urban Forestry (BUF) on November 28, 2006. A DPW staff member had examined the tree and reported that it had significant trunk injury, one limb was broken off, there were sidewalk repairs in 1996 and 2006, and some decline in the canopy had been noticed. Mr. Haigh stated that Ms. Short, arborist for BUF, in the transcript for the final Board of Appeals hearing, stated that many of the arborists who examined this tree felt that it had significant structural problems. Mr. Ed Brennan, consulting arborist, stated that the trunk wound and associated decay represented significant decay in the structure, the condition being poor. Mr. Leggitt, consulting arborist, after a resistograph test indicated that it was predisposed to failure on the east or west side, the east side being the street where there is auto traffic and pedestrians; the west side is the 1245 Masonic side property. Mr. Haigh stated that the Board of Appeals had voted in his favor, and he planned to plant at his own expense two 48x48 Boxwood trees to replace the one he is removing and would be responsible for maintaining the trees for three years. A discussion was held on the majority of neighborhood support for not landmarking the tree and the minimal support for landmarking. Mr. Haigh also noted that some of the information presented on the historical significance of the tree and as a wildlife habitat was inaccurate.

Mr. Roy Leggitt, consulting arborist, stated that he had been hired by Mr. Haigh to examine the tree at 1245 Masonic. Mr. Leggitt indicated that there are two reports and photographs that he had submitted related to the site conditions and proposed construction. The Council was asked to review the photographs to understand that there has been significant trenching and concrete replacement had occurred for various reasons; e.g., sewer line repair, PG&E underground utility installation, and sidewalk damage associated with the base of the tree. With those kinds of impacts, the base of the tree is significantly compromised and removing roots adversely affects both the tree's health and stability. Mr. Leggitt reported that it is clear that there is a significant increase in risk of catastrophic

tree failure either by uprooting, trunk failure, or scaffold limb failure. Resistograph results indicating trunk damage to the tree that would predispose the tree to failure was discussed.

Mr. David Grassi, general contractor, stated that he has been employed by Mr. Haigh to develop the basement area at 1245 Masonic to build a garage. Mr. Grassi stated that the Council has been misinformed and there is no disposition that a garage cannot be built, as he had submitted the plans, and plans are being held in abeyance while landmarking matters are being determined. Mr. Grassi asked why the Council would want to landmark a tree that the City has said should be removed and not accept Mr. Haigh's offer to take it down himself at his own expense and plant two trees in its place. Mr. Grassi recommended not landmarking the tree because it would be a liability for the City, Mr. Haigh, and possibly himself. It was stated that this tree does not rise to landmark status as it is structurally defective.

Member Boss seconded by Member Hillan motioned to continue this item to the January Council meeting. The motioned did not pass by the following vote (AYES: Members Boss, Habert, Hillan, and Sherk; NOES: Chair Milne, Members Blair, Cohen, Rodgers, Absent: Members Griswold, Marks, Miller, Nervo, Quirke, and Sustarich)

Member Cohen seconded by Member Blair motioned to recommend landmark tree status.

VOTE: Without Recommendation (4-4) (1 Recused) (6 Absent)

RECUSED: Member Short

AYES: Members Blair, Cohen, Habert and Sherk

NOES: Chair Milne, Members Boss, Hillan and Rodgers

ABSENT: Members Griswold, Marks, Miller, Nervo, Quirke, and Sustarich

A Resolution without Recommendation would be forwarded to the Board of Supervisors for their determination of landmark tree status.

- 5. Landmark Tree Initiation of the Mature blue gum (*Eucalyptus globulus*) trees located at 1661 Octavia Street (Discussion and Action).** The Council will consider the Landmark Tree Committee's recommendation to direct staff to write a letter to the Board of Supervisors indicating that the referenced trees were approved for landmark tree status by the Department of Public Works in 1996 (Explanatory Document: Board of Supervisors Resolution of intent to nominate (PDF))

<http://www.sfgov.org/site/uploadedfiles/bdsupvrs/resolutions07/r0552-07.pdf>.

Chair Milne reported that the trees located at 1661 Octavia Street were first proposed for landmark tree status in 1972, given special consideration, and then landmarked in 1996. It was stated that the trees are officially on the landmark tree list and have a plaque on the sidewalk. Member Short stated that it would not be a good precedent to re-landmark trees that had previously been landmarked. It was stated that trees that had been landmarked before the current ordinance took effect have the same level of protection. Chair Milne recommended holding a press conference around these trees in order to raise awareness of the provision for landmarking trees. Members Rodgers and Habert discussed the historical and cultural importance associated with these trees and concurred with the idea of holding a press conference. Chair Milne stated that he would confer with Urban Forestry Coordinator Hui about sending a letter and coordinating a press conference.

Item 6 was heard before Item 4.

6. Utility Undergrounding and Street Trees (Informational Report and Discussion).

SPEAKER: Doug Wildman, Program Director, Friends of the Urban Forest

Mr. Wildman asked how the Department of Public Works (DPW) Bureau of Urban Forestry is working with PG&E and other agencies in reserving space for future trees and preserving existing trees and their root structures. Mr. Wildman discussed consideration of structurally sound utility boxes being located in driveways and PG&E's problem with lack of access if a car were parked in a driveway. Member Short reported on improvements after the Board of Supervisors passed a Resolution that utility companies needed to work with DPW to preserve a planting site every 20 feet. Member Short stated that she had spent a lot of time with the utility companies in researching where they could place their utility vaults so that tree planting sites could be preserved approximately every 20 feet. That effort took place only for projects that had not begun when that Resolution was passed and has gone fairly well. It was reported that there were three potential sites where another location could not be found, and in those three cases the company did pay an in-lieu fee so the City could plant in a different location.

Member Short suggested that the Council urge the Board of Supervisors to consider a Resolution to add protection to existing trees, as there have been a number lost due to trenching. It was stated that the Bureau of Urban Forestry always investigates upcoming projects and the potential for conflicts with existing trees. In a couple of cases, PG&E had been held accountable and paid for larger replacement trees. Member Short stated that a request would be made to Planning and Department of Building Inspection inspectors to report contractor violations, and indicated that fines can be issued.

7. Staff Report. Staff will provide updates on UFC administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion).

Urban Forestry Council Coordinator Hui reported that she has been working for the Landmark Tree Committee on researching visible methods for identifying landmark trees, other city's landmark tree legislation, and an outreach letter for landmarking trees. It was stated that there were amendments introduced to the Landmark Tree Ordinance at the Board of Supervisors meeting on Tuesday that are available on the Board of Supervisors webpage. Ms. Hui reported that she and Department of Environment staff have been working with the Planning Department on the new Urban Forest Plan to make sure that the Urban Forestry Council is adequately represented. Ms. Hui announced that the Friends of the Urban Forest Green Christmas program was very popular this year, and a number of flattering newspaper articles have been published.

The meeting officially adjourned at this time (12:38 p.m.) due to a loss of quorum. Deputy City Attorney Cabrera advised that the rule is that the meeting should adjourn and anything discussed after loss of quorum would be deemed an informational meeting.

8. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair, Carla Short
The next meeting will be on December 20, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss
The next meeting will be on January 8, 2008 at 4:00 p.m. at City Hall, Room 421.

9. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

10. New Business/Future Agenda Items (Information and Discussion).

11. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

12. Adjournment. The Urban Forestry Council meeting adjourned at 12:38 p.m.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES**

DOCUMENTS DEPT

Friday, December 14, 2007, 10:00 a.m.

City Hall, Room 400

One Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

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approved
- 1. Call to Order and Roll Call.** The Urban Forestry Council meeting was called to order at 10:05 a.m. Present: Chair Milne; Vice-Chair Quirke, Members Blair, Boss, Cohen, Habert, Hillan, Miller, Nervo, Rodgers, Sherk and Short. Excused: Members Griswold, Marks, and Sustarich.
 - 2. Adoption of Minutes of the October 23, 2007 Urban Forestry Council Regular Meeting.** (Discussion and Action.) Upon Motion by Member Hillan and second by Member Cohen, the October 23, 2007 Meeting Minutes were approved without objection (Absent: Chair Milne, Members Griswold, Marks, Sherk, Short and Sustarich) (Explanatory Document: Approved Minutes of the October 23, 2007 Regular Meeting (Word) http://sfgov.org/site/sfenvironment_page.asp?id=70637).
 - 3. Better Streets Program as it relates to the Urban Forestry Council** (Informational Report and Discussion) (Explanatory Document: Better Streets Plan Presentation to the Urban Forestry Council (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/BetterStreetsPlanPresentation.pdf>).

Sponsor: Chair Terry Milne

Speaker: Adam Varat, Planner, City Planning Department

Mr. Varat reported that he is managing the Better Streets Plan and introduced Mr. Andres Power who would be managing the Urban Forest Master Plan. It was stated that the Better Streets Plan would include standards and guidelines on urban forest considerations, and the Urban Forest Plan would contain details such as placement, location and design considerations of street trees and other plantings. Mr. Varat presented an overview on the Planning Department's work on the Better Streets Plan discussing why a Better Streets Plan is needed, what a Better Streets Plan is, draft concepts and recommendations, urban forest considerations, current achievements, and next steps. Topics discussed included:

- Why a Better Streets Plan is needed—streets take up about 25% of the City's land and can be better utilized in order to create a more generous pedestrian environment, better landscaping, and more ecological functioning. Another major goal is to coordinate with other City agencies on standards, guidelines and practices so there is more consistency with street design.
- What is the end result for a Better Streets Plan: standards and guidelines for how to design and maintain the pedestrian environment that can be used by city agency designers, community members, and private developers.
- What will the Better Streets Plan cover: ecological and streetscape features; sidewalk and curb dimensions.

- Draft Concepts for streets types (residential, commercial, industrial, special and small streets) and sidewalk zones (edge, furnishings, throughway and frontage).
- Streetscape Design: urban forest considerations including constraints and draft recommendations:
Objective 1: Maximize opportunities for healthy well maintained street trees and other plantings in the public right of way. Discussed issues that include (1) researching strategies to consolidate utilities and minimize impact of placement, (2) restricting driveway cuts that limit where trees can be planted; and (3) improve tree planting standards.
Objective 2: Minimize cluttering elements in the streetscape.
Objective 3: Use urban forest elements to give a sense of design, definition and neighborhood identity.
- Current Achievements, Next Steps and Public Process: define visions and goals (Spring 07); draft concepts (Summer 07); refined guidelines and policies (Fall 07); Draft Plan for review (Winter/Spring 08).

Detailed information can be accessed by clicking on the Better Streets Plan explanatory document presentation link above.

Council members provided recommendations that included:

- Add functional opportunities; e.g., how the ecological place can become part of the aesthetic. Reframe the definition of the place to look not just at the utilities and things we see in a place, but what goes on beneath the ground and utilities and what might have been there before the utilities and street was there as part of the design solution. Expand the kind of species and explore some of the more native species that are not usually used in San Francisco. The Better Streets Plan effort should be coordinated with all of the different City agency street plans that are being worked on (BS).
- Consider the City's Urban Design Plan that encourages street trees on corner intersections into the concept (CB).
- Preserve and maintain existing trees on streets and in new developments (JC).
- Work with other City agencies to make sure Better Street Plan recommendations are actually implemented; consider funding to implement recommendations; and consult the Urban Forest Plan on the disposition of existing street trees in the eleven neighborhood districts (DH).
- Insure implementation methods by adding Better Streets Plan recommendations to Codes, legislation, etc. (KQ).
- Representative agencies to give presentations to the Urban Forestry Council on street plans that are being implemented in order to discuss elements of design (TM).
- Submit initial draft public review documents to the Council so they can be reviewed and input can be provided into planning projects (CS).
- Council member to be directly involved with the Better Streets Plan planning process (BS).

Mr. Andres Power reported that the Urban Forest Plan that the Council approved in 2006 would be a framework to be build on with recommendations made from the Better Streets Plan. It was stated that the Urban Forest Plan would contain higher level policy recommendations and funding opportunities.

Item 6 was heard before Item 4.

- 4. Landmark Tree Nominations.** The Urban Forestry Council will hear the Landmark Tree Committee recommendations for trees nominated for landmark tree status at the following addresses: (Discussion and Action).

At the conclusion of the discussion, the Council voted on whether to approve, reject, or not take action on the nominations and adopted written findings to support its decision to forward to the Board of Supervisors.

Member Boss discussed the Council's process for landmarking trees and presented Landmark Tree Committee written findings on landmark tree nominations ((Explanatory Document: Landmark Tree Committee Written Findings for the two Flowering Ash trees, Moreton Bay Fig tree, Blue Elderberry Tree (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/WrittenFindings.pdf>) and Blackwood Acacia (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/WrittenFindings1245Masonic.doc>).

Two Flowering Ash trees (*Fraxinus ornus*) located at 500 Cortland Street in front of the Bernal Heights Library (Assessor's Block 5707, Lot 027). (Explanatory Document: Urban Forestry Council Resolutions and meeting packet Tree 1 (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res011-07-UFC500CortlandTree1FullPacket.pdf> and Tree

2 <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res012-07-UFC500CortlandTree2FullPacket.pdf>)

Public Comment: Mr. Roy Leggitt, consulting arborist, reported that he had provided a letter relaying his impression of the two Flowering Ash trees. It was stated that these trees (1) are very rare in San Francisco and in the Bay Area; (2) the only other examples that he is aware of are in Palo Alto as street trees; (3) are an unusual type of Ash tree that does not become genetically large, and these are quite large for the species; (4) do have imperfections making the tree less than ideal; but does not believe they are unsound; and (5) have an association with the Bernal Heights Library, which potentially may be a landmark building.

Member Boss reported on (1) a letter submitted by Mr. Ted Kipping, arborist, suggesting that the trees should be landmarked, and that they are among the largest of their kind in the City, and (2) a letter of support for landmarking by the Bernal Heights Neighborhood Center. Council members discussed creating correspondence directed to the Board of Supervisors suggesting their ideas for preservation of these trees.

Upon Motion by Member Hillan and second by Vice-Chair Quirke, the two Flowering Ash trees located at 500 Cortland Street were approved for recommendation for landmark tree status with findings.

VOTE: Adopted 11-0 (4 absent)

AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Hillan, Habert, Miller, Sherk, Rodgers, Short

NOES: None

ABSENT: Members Griswold, Nervo, Marks, Sustarich

Moreton Bay Fig tree (*Ficus macrophylla*) located at 3555 Cesar Chavez Street (Assessor's Block 6575, Lot 002). (Explanatory Document: Urban Forestry Council Resolution and meeting packet (PDF) [http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res013-07-](http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res013-07-UFC3555CesarChavezFullPacket(1).pdf)

[UFC3555CesarChavezFullPacket\(1\).pdf](http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res013-07-UFC3555CesarChavezFullPacket(1).pdf)).

Upon Motion by Member Blair and second by Member Boss, the Moreton Bay Fig tree located at 3555 Cesar Chavez Street was approved for recommendation for landmark tree status with findings.

VOTE: Adopted 11-0 (4 absent)

AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Hillan, Habert, Miller, Sherk, Rodgers, Short

NOES: None

ABSENT: Members Griswold, Nervo, Marks, Sustarich

Blue Elderberry Tree (Sambucus Mexicana) located at Folsom Street and Bernal Heights Boulevard in the Bernal Heights Natural Area (Assessor's Block 5548, Lot 002). (Explanatory Document: Urban Forestry Council Resolution and meeting packet (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res014-07-UFCFolsomandBernalHeightsBlvdFullPacket.pdf>)

Upon Motion by Member Hillan and second by Member Cohen the Blue Elderberry Tree located at Folsom Street and Bernal Heights Boulevard in the Bernal Heights Natural Area was approved for recommendation for landmark tree status with findings.

VOTE: Adopted 11-0 (4 absent)

AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Hillan, Habert, Miller, Sherk, Rodgers, Short

NOES: None

ABSENT: Members Griswold, Nervo, Marks, Sustarich

Findings that will be part of the Urban Forestry Council Resolution endorsing landmark tree status on the above four trees can be accessed by clicking on this weblink: (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/WrittenFindings.pdf>. Resolutions will be forwarded to the Board of Supervisors for their determination of landmark tree status.

Blackwood Acacia Tree (Acacia melanoxylon) located at 1245 Masonic Avenue (Assessor's Block 1244, Lot 005) (Explanatory Documents: Urban Forestry Council Resolution (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/Res015-07-UFC1245Masonic.pdf> and Meeting Packet (PDF) Part 1

http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2007/1245MasonicBackgroundPacketPart1.pdf and Part 2 (PDF)

http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2007/1245MasonicBackgroundPacketPart2.pdf).

Member Short requested recusal from voting as she had played an extensive role representing DPW when the tree came before them as an application for removal, at the departmental hearing, and at the Board of Appeals hearing. **Upon Motion by Member Rodgers and second by Member Hillan, Member Short was recused without objection (Absent: Members Griswold, Nervo, Marks, Sustarich).**

Public Comment

Mr. Rick Galbreath, Legislative Aide to Supervisor Ross Mirkarimi, stated that if this tree were to not be landmarked, the Board of Appeals decision would become operative, and the tree would likely be taken down. Mr. Galbreath reported that the underlying reason for removing the tree is no

longer relevant as DPW has informed him that a curb cut will not be approved for the anticipated garage. Mr. Galbreath stated that because of this reason, neighborhood appreciation, and that the tree is now more closely being monitored by DPW, they would be happy to have the tree landmarked if that would be the Council's decision.

Mr. Gabriel Berns, 1235 Masonic Avenue, discussed the 15 letters from neighborhood residents and petitions signed by 29 people saying that they would not like this tree to be removed. Mr. Berns stated that there are four Blackwood Acacia trees in that location that form a grove and are an interesting collection of trees that grace an area of historic value. Mr. Berns believes the other trees should also be considered for landmark status. It was stated that the property owner at 1245 Masonic had hired paid consultants to claim that the tree is dangerous and is likely to fall. Mr. Berns stated that the property owner wanted to remove the tree so he could build a garage, which has not been approved for construction. It was reported that Mr. Brennan, an arborist, and DPW had indicated that the tree is not in danger of immediate falling. Member Boss report that Mr. Brennan had indicated that the tree is a moderate hazard.

Mr. Keith Saggars, Volunteer, San Francisco Tree Council, stated that this tree is part of a historic planting of Blackwood Acacias planted by DPW in the City during the 1960's and 1970's that thrive in coastal conditions. The Board of Appeals granted the tree removal so an entrance to a garage could be built at the house at 1245 Masonic. The Planning Department is denying the permit to build a garage due to bay window and sidewalk encroachment. Mr. Saggars stated that the Blackwood Acacias on this block are all magnificent trees and should all be landmarked.

Mr. Stephen Haigh, property owner, 1245 Masonic, stated that the tree was approved for removal by the Bureau of Urban Forestry (BUF) on November 28, 2006. A DPW staff member had examined the tree and reported that it had significant trunk injury, one limb was broken off, there were sidewalk repairs in 1996 and 2006, and some decline in the canopy had been noticed. Mr. Haigh stated that Ms. Short, arborist for BUF, in the transcript for the final Board of Appeals hearing, stated that many of the arborists who examined this tree felt that it had significant structural problems. Mr. Ed Brennan, consulting arborist, stated that the trunk wound and associated decay represented significant decay in the structure, the condition being poor. Mr. Leggitt, consulting arborist, after a resistograph test indicated that it was predisposed to failure on the east or west side, the east side being the street where there is auto traffic and pedestrians; the west side is the 1245 Masonic side property. Mr. Haigh stated that the Board of Appeals had voted in his favor, and he planned to plant at his own expense two 48x48 Boxwood trees to replace the one he is removing and would be responsible for maintaining the trees for three years. A discussion was held on the majority of neighborhood support for not landmarking the tree and the minimal support for landmarking. Mr. Haigh also noted that some of the information presented on the historical significance of the tree and as a wildlife habitat was inaccurate.

Mr. Roy Leggitt, consulting arborist, stated that he had been hired by Mr. Haigh to examine the tree at 1245 Masonic. Mr. Leggitt indicated that there are two reports and photographs that he had submitted related to the site conditions and proposed construction. The Council was asked to review the photographs to understand that there has been significant trenching and concrete replacement had occurred for various reasons; e.g., sewer line repair, PG&E underground utility installation, and sidewalk damage associated with the base of the tree. With those kinds of impacts, the base of the tree is significantly compromised and removing roots adversely affects both the tree's health and stability. Mr. Leggitt reported that it is clear that there is a significant increase in risk of catastrophic

tree failure either by uprooting, trunk failure, or scaffold limb failure. Resistograph results indicating trunk damage to the tree that would predispose the tree to failure was discussed.

Mr. David Grassi, general contractor, stated that he has been employed by Mr. Haigh to develop the basement area at 1245 Masonic to build a garage. Mr. Grassi stated that the Council has been misinformed and there is no disposition that a garage cannot be built, as he had submitted the plans, and plans are being held in abeyance while landmarking matters are being determined. Mr. Grassi asked why the Council would want to landmark a tree that the City has said should be removed and not accept Mr. Haigh's offer to take it down himself at his own expense and plant two trees in its place. Mr. Grassi recommended not landmarking the tree because it would be a liability for the City, Mr. Haigh, and possibly himself. It was stated that this tree does not rise to landmark status as it is structurally defective.

Member Boss seconded by Member Hillan motioned to continue this item to the January Council meeting. The motion did not pass by the following vote (AYES: Members Boss, Habert, Hillan, and Sherk; NOES: Chair Milne, Members Blair, Cohen, Rodgers, Absent: Members Griswold, Marks, Miller, Nervo, Quirke, and Sustarich)

Member Cohen seconded by Member Blair motioned to recommend landmark tree status.

VOTE: Without Recommendation (4-4) (1 Recused) (6 Absent)

RECUSED: Member Short

AYES: Members Blair, Cohen, Habert and Sherk

NOES: Chair Milne, Members Boss, Hillan and Rodgers

ABSENT: Members Griswold, Marks, Miller, Nervo, Quirke, and Sustarich

A Resolution without Recommendation would be forwarded to the Board of Supervisors for their determination of landmark tree status.

- 5. Landmark Tree Initiation of the Mature blue gum (Eucalyptus globulus) trees located at 1661 Octavia Street (Discussion and Action).** The Council will consider the Landmark Tree Committee's recommendation to direct staff to write a letter to the Board of Supervisors indicating that the referenced trees were approved for landmark tree status by the Department of Public Works in 1996 (Explanatory Document: Board of Supervisors Resolution of intent to nominate (PDF)

<http://www.sfgov.org/site/uploadedfiles/bdsupvrs/resolutions07/r0552-07.pdf>.

Chair Milne reported that the trees located at 1661 Octavia Street were first proposed for landmark tree status in 1972, given special consideration, and then landmarked in 1996. It was stated that the trees are officially on the landmark tree list and have a plaque on the sidewalk. Member Short stated that it would not be a good precedent to re-landmark trees that had previously been landmarked. It was stated that trees that had been landmarked before the current ordinance took effect have the same level of protection. Chair Milne recommended holding a press conference around these trees in order to raise awareness of the provision for landmarking trees. Members Rodgers and Habert discussed the historical and cultural importance associated with these trees and concurred with the idea of holding a press conference. Chair Milne stated that he would confer with Urban Forestry Coordinator Hui about sending a letter and coordinating a press conference.

Item 6 was heard before Item 4.

6. Utility Undergrounding and Street Trees (Informational Report and Discussion).

SPEAKER: Doug Wildman, Program Director, Friends of the Urban Forest

Mr. Wildman asked how the Department of Public Works (DPW) Bureau of Urban Forestry is working with PG&E and other agencies in reserving space for future trees and preserving existing trees and their root structures. Mr. Wildman discussed consideration of structurally sound utility boxes being located in driveways and PG&E's problem with lack of access if a car were parked in a driveway. Member Short reported on improvements after the Board of Supervisors passed a Resolution that utility companies needed to work with DPW to preserve a planting site every 20 feet. Member Short stated that she had spent a lot of time with the utility companies in researching where they could place their utility vaults so that tree planting sites could be preserved approximately every 20 feet. That effort took place only for projects that had not begun when that Resolution was passed and has gone fairly well. It was reported that there were three potential sites where another location could not be found, and in those three cases the company did pay an in-lieu fee so the City could plant in a different location.

Member Short suggested that the Council urge the Board of Supervisors to consider a Resolution to add protection to existing trees, as there have been a number lost due to trenching. It was stated that the Bureau of Urban Forestry always investigates upcoming projects and the potential for conflicts with existing trees. In a couple of cases, PG&E had been held accountable and paid for larger replacement trees. Member Short stated that a request would be made to Planning and Department of Building Inspection inspectors to report contractor violations, and indicated that fines can be issued.

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The meeting officially adjourned at this time (12:38 p.m.) due to a loss of quorum. Deputy City Attorney Cabrera advised that the rule is that the meeting should adjourn and anything discussed after loss of quorum would be deemed an informational meeting.

8. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair, Carla Short
The next meeting will be on December 20, 2007 at 4:00 p.m. at 11 Grove Street.
- Landmark Tree Committee, Chair, Mike Boss
The next meeting will be on January 8, 2008 at 4:00 p.m. at City Hall, Room 421.

9. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

10. New Business/Future Agenda Items (Information and Discussion).

11. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

12. Adjournment. The Urban Forestry Council meeting adjourned at 12:38 p.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: February 26, 2008

7172 4

[Resolution without recommendation for landmark tree status of the Black Acacia Tree (Acacia melanoxylon) located at 1245 Masonic Avenue]

Resolution without recommendation for the Black Acacia Tree (Acacia melanoxylon) located at 1245 Masonic Avenue (Assessor's Block 1244, Lot 005) pursuant to Public Works Code Section 810(b)(3).

WHEREAS, Public Works Code, Article 16, Section 810 charges the Urban Forestry Council to examine nominated landmark trees using criteria approved by the Board of Supervisors; and

WHEREAS, Public Works Code, Article 16, Section 810(b)(3) states that if the Urban Forestry Council fails to forward said findings to the Board of Supervisors within 90 days of the Urban Forestry Council's receipt of the nomination request, the Board of Supervisors may, in its discretion, schedule a public hearing on the nomination, in which event, the failure of the Urban Forestry Council to forward said findings within the 90 day period shall constitute its approval of the nomination; now, therefore, be it

RESOLVED, That the Urban Forestry Council is forwarding this tree to the Board of Supervisors without recommendation for landmark tree status.

I hereby certify that this resolution was adopted at the Urban Forestry Council's regular meeting on December 14, 2007.

Monica Fish

Monica Fish, Council Secretary

Vote: Without Recommendation (4-4) (1 Recused) (6 Absent)

Recused: Member Short

AYES: Members Blair, Cohen, Habert and Sherk

NOES: Chair Milne, Members Boss, Hillan and Rodgers

ABSENT: Members Griswold, Marks, Miller, Nervo, Quirke, and Sustarich

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1 [Resolution endorsing Blue Elderberry tree in the Bernal Heights Natural Area for landmark
2 tree status.]

3 **Resolution endorsing the Blue Elderberry (*Sambucus mexicana*) located at Folsom**
4 **street and Bernal Heights Boulevard in the Bernal Heights Natural Area (Assessor's**
5 **Block 5548, Lot 002) for Landmark Status, pursuant to Public Works Code Section**
6 **810(b).**

7
8 WHEREAS, Public Works Code, Article 16, Section 810 charges the Urban Forestry
9 Council to examine nominated landmark trees using criteria approved by the Board of
10 Supervisors; and

11 WHEREAS, The Blue Elderberry (*Sambucus mexicana*) tree in the Bernal Heights
12 Natural Area fulfills the Landmark Tree criteria developed by the Urban Forestry Council as
13 follows:

14 The tree is a rare species in San Francisco,
15 The tree is of greater than typical maturity, size, and age,
16 The tree has significant historical association,
17 There is neighborhood appreciation for tree,
18 The tree is in a high traffic area,
19 The tree exists in an area that has low tree density,
20 The tree is visually accessible from public right-of-way,
21 The tree is an important local wildlife habitat,
22 The tree is a prominent landscape feature,
23 The tree has character defining form; and,
24
25

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1 WHEREAS, This tree provides social, environmental and economic benefits to the
2 property, neighborhood and city; now, therefore, be it

3 RESOLVED, That the Urban Forestry Council recommends this tree for landmark
4 status to the Board of Supervisors.

5 I hereby certify that this resolution was adopted at the Urban Forestry Council's regular
6 meeting on December 14, 2007.

7
8 
9 *Monica Fish, Council Secretary*

10 Vote: Adopted (11-0) (4Absent)

11 AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Hillan, Habert, Miller,
12 Sherk, Rodgers, Short

13 NOES: None

14 ABSENT: Members Griswold, Nervo, Marks, Sustarich
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1 [Resolution endorsing Flowering Ash tree number 2 at 500 Cortland Avenue for landmark tree
2 status.]

3 **Resolution endorsing the Flowering Ash tree (*Fraxinus ornus*) located at 500 Cortland**
4 **Avenue, in front of Bernal Heights Library, tree number 2, which flanks the Western**
5 **side of the main doors to the library on Cortland Street (Assessor's Block 5707, Lot**
6 **027) for Landmark Status, pursuant to Public Works Code Section 810(b).**
7

8 WHEREAS, Public Works Code, Article 16, Section 810 charges the Urban Forestry
9 Council to examine nominated landmark trees using criteria approved by the Board of
10 Supervisors; and

11 WHEREAS, The Flowering Ash (*Fraxinus ornus*) tree located at 500 Cortland Avenue
12 fulfills the Landmark Tree criteria developed by the Urban Forestry Council as follows:

13 The tree is a rare species in San Francisco,

14 The tree has significant historical association,

15 The tree helps define the neighborhood character,

16 The tree is profiled in publication,

17 The tree is in a high traffic area,

18 The tree is visually accessible from public right-of-way; and,

19 WHEREAS, The trees provides social, environmental and economic benefits to the
20 property, neighborhood and city; now, therefore, be it

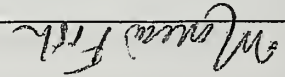
21 RESOLVED, That the Urban Forestry Council recommends these trees for landmark
22 status to the Board of Supervisors.

23 DOCUMENTS DEPT.

24 DEC 27 2007

25 SAN FRANCISCO
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1 RESOLVED, That the Urban Forestry Council recommends this tree for landmark
2 status to the Board of Supervisors.
3 I hereby certify that this resolution was adopted at the Urban Forestry Council's regular
4 meeting on December 14, 2007.



Monica Fish, Council Secretary

8
9 Vote: Adopted (11-0) (4Absent)
10 AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Hillan, Habert, Miller,
11 NOES: None
12 ABSENT: Members Griswold, Nervo, Marks, Sustarich

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1 [Resolution endorsing Moreton Bay Fig tree at 3555 Cesar Chavez Street on Valencia Street
2 for landmark tree status.]

3 **Resolution endorsing the Moreton Bay Fig (*Ficus macrophylla*) at 3555 Cesar Chavez**
4 **on the Valencia Street side of the building (Assessor's Block 6575, Lot 002) for**
5 **Landmark Status, pursuant to Public Works Code Section 810(b).**
6

7 WHEREAS, Public Works Code, Article 16, Section 810 charges the Urban Forestry
8 Council to examine nominated landmark trees using criteria approved by the Board of
9 Supervisors; and

10 WHEREAS, The Moreton Bay Fig (*Ficus macrophylla*) tree at 3555 Cesar Chavez on
11 the Valencia street side of the building fulfills the Landmark Tree criteria developed by the
12 Urban Forestry Council as follows:

13 The tree is a rare species in San Francisco,
14 The tree is of greater than typical maturity, size, and age,
15 The tree has significant historical association,
16 There is neighborhood appreciation for tree,
17 The tree defines neighborhood character,
18 The tree is profiled in a publication and other media,
19 The tree is in a high traffic area,
20 The tree is visually accessible from public right-of-way,
21 The tree is a prominent landscape feature,
22 The tree has character defining form; and,
23

24 WHEREAS, This tree provides social, environmental and economic benefits to the
25 property, neighborhood and city; now, therefore, be it

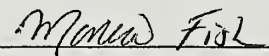
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1 RESOLVED, That the Urban Forestry Council recommends this tree for landmark
2 status to the Board of Supervisors.

3 I hereby certify that this resolution was adopted at the Urban Forestry Council's regular
4 meeting on December 14, 2007..

5
6 
7 *Monica Fish, Council Secretary*

8
9 Vote: Adopted (11-0) (4Absent)

10 AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Hillan, Habert, Miller,
11 Sherk, Rodgers, Short

12 NOES: None

13 ABSENT: Members Griswold, Nervo, Marks, Sustarich
14
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1 [Resolution endorsing Flowering Ash tree number 1 at 500 Cortland Avenue for landmark tree
2 status.]

3 Resolution endorsing the Flowering Ash tree (*Fraxinus ornus*) located at 500 Cortland
4 Avenue, in front of Bernal Heights Library, tree number 1, which flanks the Eastern side
5 of the main doors to the library on Cortland Street (Assessor's Block 5707, Lot 027) for
6 Landmark Status, pursuant to Public Works Code Section 810(b).
7

8 WHEREAS, Public Works Code, Article 16, Section 810 charges the Urban Forestry
9 Council to examine nominated landmark trees using criteria approved by the Board of
10 Supervisors; and

11 WHEREAS, The Flowering Ash (*Fraxinus ornus*) tree located at 500 Cortland Avenue
12 fulfills the Landmark Tree criteria developed by the Urban Forestry Council as follows:

13 The tree is a rare species in San Francisco,

14 The tree has significant historical association,

15 The tree helps define the neighborhood character,

16 The tree is profiled in publication,

17 The tree is in a high traffic area,

18 The tree is visually accessible from public right-of-way; and,

19 WHEREAS, The trees provides social, environmental and economic benefits to the
20 property, neighborhood and city; now, therefore, be it

21 RESOLVED, That the Urban Forestry Council recommends these trees for landmark
22 status to the Board of Supervisors.
23

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I hereby certify that this resolution was adopted at the Urban Forestry Council's regular meeting on December 14, 2007.

Monica Fish

Monica Fish, Council Secretary

Vote: Adopted (11-0) (4Absent)

AYES: Chair Milne, Vice-Chair Quirke, Members Blair, Boss, Cohen, Hillan, Habert, Miller, Sherk, Rodgers, Short

NOES: None

ABSENT: Members Griswold, Nervo, Marks, Sustarich



